



Position Description – Property Maintenance - Plumber

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| Division | City Operations |
| Portfolio | City Maintenance |
| Business Unit | Civil and Property Maintenance |
| Level | ME7 |
| Reports To | Workgroup Leader – Property Maintenance & Signs |
| Prescribed Position | Yes |

Position Objective

Work as a member of the Property Maintenance Team to provide quality reactive and programmed plumbing and maintenance work and to assist with administrative tasks when required by the Workgroup Leader - Property Maintenance and Signs.

Key Responsibilities

- The prime function of the position is to act as tradesperson for plumbing and maintenance work as defined in the Local Government Employees Award at this level.
- To ensure that the appropriate trade standards are maintained and work is completed within required timeframes in the area of plumbing and associated matters.
- Assist with other project work as required ensuring that Business Unit objectives are achieved.
- To ensure proper care, operation and maintenance of plant and equipment used.
- To be responsible to the Workgroup Leader for accurate manual and digital records including:
 - daily recording of timesheets;
 - daily recording of plant use sheets;
 - daily recording of information in diaries i.e., work locations activities engaged, usage of safety signage staff details, appointments and meetings.
- Follow defined information management practices, policies and procedures for all records created and received.
- Positively contribute to our culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.

- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

Selection Criteria

Skills

- Commercial plumbing, gas fitting and general maintenance skills.
- Experience with backflow devices (desirable).
- Literacy and numeracy to match record keeping responsibilities.
- Ability to read and interpret plans.
- Ability to work at heights.
- Ability to work unsupervised and demonstrate initiative and self-motivation.
- Ability to work in a team environment.
- Ability to effectively communicate and relate to a wide range of people (customers, contractors and suppliers).
- Basic computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Working knowledge of the Microsoft Office suite of desktop applications, in particular:
 - Outlook
 - Word
 - Excel
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behavior consistent with the corporate values.

Knowledge

- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- Knowledge of the Work Health & Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Knowledge of Plumbing and maintenance techniques.
- Basic knowledge of costing of Plumbing materials and associated parts.
- Basic knowledge of job programming.
- Knowledge of other trades involved in property maintenance.

Experience

- Proven experience in commercial plumbing and maintenance works.
- Experience with backflow devices (desirable).
- Experience with the operation of machinery and equipment to be used.
- Demonstrated experience in plumbing.
- Experience in delivering customer service.

Qualifications

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| A formal qualification such as a Tradesperson Certificate or equivalent. | Essential |
| Advanced trade training | Desirable |
| Current driver's licence, including classification to a light truck which may be required | Essential |