

Position Description

Position Title	Plumber Utilities		
Department	Infrastructure	Position Number
Grade	Grade 9	Location	Coonamble Depot Office
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Manager - Utilities	Industrial Instrument	Local Government (State) Award 2023
Date Revised	03/07/2025	Version Number	1
Direct Responsibilities	The Plumber is responsible for installing, maintaining and repairing water, wastewater and stormwater constructions using strong technical and trade skills in a customer service focused environment and for providing and maintaining plumbing and water and waste reticulation services across council. Also, Coordination of external Trades and project supervision.		

Council's Vision

We are a prosperous, safe and welcoming community where we connect with each other, with our culture and our sustainable environment.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position exists to supervise and deliver works and maintenance (trades and project management as well as hands on), provide technical support and maintenance programming for Council's Water and Wastewater assets to ensure effective operations.

This position is responsible for assisting all sections in the inspection and reporting on the condition, state of repair, maintenance of Council's water and wastewater assets.

Position Benefits

- 9 day Fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training.

Position Description

Key Responsibilities

Trades Operations

- Preparation of quotes and project estimates for Plumbing Drainage and construction projects.
- Provide accurate technical advice relating to plumbing and drainage to both internal and external customers.
- Liaise with public and other staff as required to ensure completion of maintenance and projects.
- Supervise those involved in construction and maintenance while on job site, which may include contractors.
- Contributing to the preparation and execution of accurate and timely investigations, reports and other related services for a wide variety of projects
- Drafting and preparation of Requests for Quotation (RFQs) for works, including residential and small construction projects that involve the coordination of external contractors.
- Respond to “out of hours” emergency call outs and coordinate essential works when required.
- Flexibility to work hours as operationally required to complete works and the ability to undertake work outside of normal business hours including being on an on-call roster.
- Supervise, develop and train Apprentice Plumbers on the job to meet the requirements of the course that they are enrolled in.

Assets

- Assist with the completion of the inspection, documentation, cataloging and appraisal of Council assets to ensure compliance with Local Government statutory, financial and engineering requirements.
- Ensure all work complies with building codes, installation requirements and relevant legislation.
- Assist with the development of the annual and four-year Asset Maintenance Program, for the Utilities Section functions.
- Assist with the development of the 10-year Capital Works Program for the Utilities section.
- Contributing to the preparation and execution of accurate and timely investigations, reports and other related services for a wide variety of projects.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work-related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy and Seeks approval from Manager for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope, carry out site inductions as required.

Position Description

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Utilities Section	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Apprentice Plumber

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil.

Position Description

Technical Requirements

- NSW Fair Trading recognised Certificate III Trade Qualifications in Plumbing Work, Water Plumbing & Drainage Works.
- Sound literacy, numeracy and computer skills to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) in the installation of, or inspecting both domestic and commercial plumbing and drainage is preferable but not essential.
- Working knowledge of and proven skill in interpreting the NSW Plumbing and Drainage Act, National Plumbing Code (Plumbing Code of Australia), Building Code of Australia and related Regulations and Standards.
- Class C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Current Tetanus, Hepatitis A and B immunisations (or willing to obtain).

Desirable Requirements

- NSW Fair Trading Contractor licence in Plumbing Work, Water Plumbing and Drainage Works.
- Completion of relevant training courses and certificates. (Backflow prevention, Solar and Heat Pump).
- Demonstrated knowledge of the installation and maintenance of Liquid Trade Waste installations (separators, arrestors, macerators etc.).
- MR licence or ability to obtain
- Knowledge and/or experience in civil construction including pipe laying, pit construction and concreting.
- Previous Local Government Plumbing and Drainage Inspection/Compliance experience.

Selection Criteria

- NSW Fair Trading recognised Certificate III Trade Qualifications in Plumbing Work, Water Plumbing & Drainage Works.
- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) in the installation of, or inspecting both domestic and commercial plumbing and drainage is preferable but not essential.
- Working knowledge of and proven skill in interpreting the NSW Plumbing and Drainage Act, National Plumbing Code (Plumbing Code of Australia), Building Code of Australia and related Regulations and Standards.
- Class C Drivers Licence or MR and WH&S Construction Induction (White) Card.
- Organisational, planning and problem-solving skills, working in line with organisational goals, and with the ability to adapt to changing priorities.
- Ability to manage self, showing drive and motivation, demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Strong interpersonal skills, with the ability to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
- Ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

Position Description

<i>Signed:</i>	
<i>Name:</i>	
<i>Date:</i>	