

POSITION DESCRIPTION

Position Title:	Plumbing Surveyor (Lvl 1)	Directorate:	Infrastructure & Development
Position Number:	100140	Department:	Development
Employment Status:	Full Time	Section:	Building & Plumbing
Employment Type:	Permanent	Location:	Chambers
Classification:	Grade 5		
Reports to:	Coordinator Building & Plumbing Services		

PRIMARY PURPOSE:

The position is responsible to act as a permit authority, assess and issues permits and deal with plumbing compliance matters as they relate to Council's obligations under the *Building Act 2016*.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Plumbing Surveyor** reports to the **Coordinator Building & Plumbing Services** for all operational and management matters.
- The role is a key contributor to the Building & Plumbing Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, residents, developers, property owners/occupiers, development professionals, solicitors, Local and State Government agencies, statutory bodies, and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Plumbing Compliance	<ul style="list-style-type: none">• Assess plumbing applications with a basic to moderate level of complexity including:<ul style="list-style-type: none">○ Class 1a dwellings (up to 3 dwellings);○ Class 10 outbuildings;○ minor alterations and additions;○ standard drainage and stormwater proposals.• Consult with relevant internal and external stakeholders in relation to plumbing matters.• Issue permits and certificates accurately and in accordance with the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>.• Complete inspections for Class 1 and 10 structures and record compliance outcomes.• Investigate complaints and identify straight forward non compliances and seek direction before issuing relevant notices.• Provide professional plumbing advice to customers with guidance from senior staff.• Contribute to ongoing improvements to increase team efficiency and effectiveness.• Participating in development of the Building and Plumbing Sections strategic and annual plans and preparation of the annual budget.
Skills/Knowledge	<ul style="list-style-type: none">• Understanding of the <i>Building Act 2016</i>, <i>Building Regulations 2016</i>, NCC and Australian Standards.• Ability to interpret standard residential plumbing designs• Basic negotiation, time management, and decision-making skills.• Able to write concise inspection notes and basic assessment comments/requests for further information.• Works towards managing a full case load of applications within allocated municipal area.
Supervision	<ul style="list-style-type: none">• Works under general supervision with support from senior staff.• Seeks guidance for unusual or complex issues
Mentoring	<ul style="list-style-type: none">• Expected to provide technical guidance and support to peers and less experienced staff whilst working within the scope of your role and capabilities.

Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate, and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform other relevant duties as required within the scope of the skill and knowledge requirements for this position
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council’s policies and procedures, code of conduct and relevant acts • The appointee is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per Council’s delegations register.

OTHER REQUIREMENTS:

- A current driver’s license

KEY SELECTION CRITERIA:

1. Licensed as a Plumber (Cert III) and either possess or be eligible to obtain a Cert IV in Government (Statutory Compliance) to qualify for licensing as a Building Services Provider – Permit Authority.
2. An understanding of the *Building Act 2016*, *Building Regulations 2016*, National Construction Code and relevant Australian Standards with the ability to read plans and documents to ensure compliance with the legislation.
3. A strong commitment to providing quality customer service and supporting a positive customer focused culture.
4. Ability to resolve daily plumbing issues using sound judgment, manage workload effectively, follow established procedures, and work effectively in a team.
5. Clear written and verbal communication skills, with the ability to use computer software including Microsoft Office.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Signature:	Date:
Director Signature:	Date:

I have read and agree to abide by the requirements of this position description.

Employee Name:	
Employee Signature:	Date: