

## POSITION DESCRIPTION

<b>Position Title:</b>	Plumbing Surveyor (Lvl 2)	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100140	<b>Department:</b>	Development
<b>Employment Status:</b>	Full Time	<b>Section:</b>	Building & Plumbing
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Grade 5		
<b>Reports to:</b>	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"><li>• Assess a diverse range of plumbing applications with a moderate to high level of complexity, including:<ul style="list-style-type: none"><li>○ multi-unit (4 + dwellings) residential developments;</li><li>○ large-scale commercial projects;</li><li>○ Fire service installations;</li><li>○ Trade waste pre-treatment and non standard connections;</li><li>○ Pumped sewer or stormwater systems; and</li><li>○ Performance solutions.</li></ul></li><li>• Consult with relevant internal and external stakeholders in relation to plumbing matters, confidently representing Council's legislative obligations.</li><li>• Issue permits and certificates accurately and in accordance with the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>.</li><li>• Independently conduct inspections for all building classes.</li><li>• Investigate complaints, lead enforcement action and prepare evidence for compliance actions where required.</li><li>• Provide professional plumbing advice to internal and external customers and stakeholders.</li><li>• Suggest and implement ongoing improvements to increase team efficiency and effectiveness and provide feedback on CBOS requested changes.</li><li>• Participating in development of the Building and Plumbing Sections strategic and annual plans and preparation of the annual budget.</li></ul>
Skills/Knowledge	<ul style="list-style-type: none"><li>• Comprehensive understanding of the <i>Building Act 2016</i>, <i>Building Regulations 2016</i>, NCC and Australian Standards</li><li>• Ability to negotiate outcomes and manage competing stakeholder expectations.</li><li>• Ability to explain complex requirements to consultants and developers.</li><li>• Prepares clear, detailed assessment reports and formal notices.</li><li>• Independently manage a full case load of applications within allocated municipal area.</li></ul>

<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Works independently within standard procedures and policies.</li> <li>• Refers only the most complex issues to the Coordinator.</li> </ul>
<b>Mentoring</b>	<ul style="list-style-type: none"> <li>• Expected to provide technical guidance and support to peers and less experienced staff through example and review of work.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>• Engage, listen to and act where appropriate on feedback from our customers</li> <li>• Implement, evaluate, and continuously improve quality systems and processes for the section</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>• Perform other relevant duties as required within the scope of the skill and knowledge requirements for this position</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council's policies and procedures, code of conduct and relevant acts</li> <li>• 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</li> </ul>

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
- A current or past member of the Tasmanian Plumbing Surveyors Association

**KEY SELECTION CRITERIA:**

1. Licensed as a Plumbing Certifier (Cert IV), including categories Sanitary, Drainage, Roof (Stormwater) with backflow prevention endorsement. Possess or be eligible to obtain a Cert IV in Government (Statutory Compliance) to qualify as a Permit Authority.
2. A comprehensive understanding of the *Building Act 2016*, *Building Regulations 2016*, National Construction Code and relevant Australian Standards with the ability to accurately interpret working drawings and associated documents to ensure compliance with the legislation.
3. A strong commitment to providing quality customer service and supporting a positive customer focused culture.
4. The ability to manage advance plumbing matters, providing guidance to other team members, while effectively prioritising workload.
5. Strong written and verbal communication skills, with demonstrated proficiency in Microsoft Office and other relevant software.

**AUTHORISATION:**

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

<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Signature:</b>		<b>Date:</b>	

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

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	