



### Position Description

<b>Position Title:</b>	Plumber (PN 3212)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Water and Wastewater		
<b>Date Approved:</b>	September 2024	<b>Version Number:</b>	2
<b>Hours per week:</b>	38	<b>Award Classification:</b>	Band 2 Level 2
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 4

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

## 1. Primary Objective (Role Purpose)

Work with a team of operators in the field maintaining, repairing and upgrading water and wastewater infrastructure. Responsible for all domestic and commercial plumbing repairs for the shire, including public toilets, facilities, buildings and water and wastewater assets. Also responsible for pump maintenance and repair, wastewater pump station maintenance, repair and upgrades, construction and repair of manholes, water and wastewater mains, valves, hydrants, meters and services.

The Plumber will need to be familiar with plumbing, pump repair / maintenance and construction techniques. The plumber will also be expected to do relief work for the operators in charge of the treatment plants (once trained) and participate in an on-call roster.

## 2. Key Accountabilities

- Carry out plumbing repairs to all Council assets including public toilets, buildings, facilities and other duties as expected of a domestic and commercial plumber.
- Monitor, maintain and repair water and wastewater reticulation systems, which may include clearing sewer chokes and working in close proximity to raw sewage.
- Maintain pump stations, repair and service pumps, valves and flow meters. Repair concrete and steel work associated with the pump station externally and internally.
- Carry out any upgrade works required at pump stations and treatment plants.
- Carry out construction on new manholes and main replacement.
- Read water meters.
- Engage contract tradesmen and specialists as required for proper system repairs and maintenance.
- Manage expenditure in accordance with budget.
- Respond to customer enquiries and service requests.
- Respond to system breakdowns and emergencies, including after-hours, weekend and public holiday response when rostered "On-call" (1 week in 4, or more during periods of leave in the team).
- Maintain records to monitor wastewater system performance against established parameters.
- Operate a range of hand tools, power tools, plant and equipment consistent with the skill requirements of the position.
- Carry out relief duties at the treatment plants when operators are on leave or sick.

## 3. Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Qualified and licenced plumber.
- Construction Induction Certificate (White Card).
- Current NSW MR Driver Licence.
- Various industry qualifications are to be held (or be willing to obtain after commencement):
  - Confined Space Entry certificate.
  - Wastewater Treatment Operator Training Course Level 1B (Activated Sludge Process).
  - Wastewater Advanced Treatment.
  - Water Treatment Operator Part 1 Chemical Dosing Systems.
  - Water Treatment Operator Part 2 Water Treatment Operations Certificate.
  - Fluoridation of Public Water Supplies Course.
  - SafeWork NSW Traffic Control Work Training card – Traffic Controller.
  - First Aid Certificate.
  - RPZ certification.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

## Experience

- Experience in construction techniques, concreting, manhole construction, pipe repairs and pipeline construction.
- Experience in pump and valve maintenance, repairs and fitting.
- Understanding of water and wastewater systems.

## Skills

- Ability to take charge of a work team and resources to respond to emergencies when on-call.
- Ability to work flexibly and cooperatively in a team environment.
- Literacy and numeracy skills to enable comprehension of appropriate technical manuals and pass Operator courses required for the role.

## 4. Supervision Received

This role reports to the Water and Wastewater Supervisor.

## 5. Supervision Exercised

Nil.

## 6. Delegations

The Plumber will exercise the functions of the Council as delegated to the position.

## 7. Council Overview

Bellinghen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellinghen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

## 8. Our Values



Service Ethic /  
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

## 9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

### **Workplace health and safety (WHS)**

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

### **A professional working environment free from discrimination, harassment, and victimisation**

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

### **Economic, environmental, and social sustainability**

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

## 10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature\_tag»