

POSITION DESCRIPTION

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|---------------------------|--|---------------------|------------------------------|
| Position Title: | Plumbing Surveyor | Directorate: | Infrastructure & Development |
| Position Number: | 100140 | Department: | Development |
| Employment Status: | Full Time | Section: | Building & Plumbing |
| Employment Type: | Permanent | Location: | Chambers |
| Classification: | Schedule A, Salary Point 14 | | |
| 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 general public, ratepayers, residents, visitors, 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"> • To be responsible for the implementation of Council's statutory duties and obligations under the <i>Building Act 2016</i> and associated legislation: <ul style="list-style-type: none"> ○ Maintain plumbing and property records. ○ Prepare and issue documents, correspondence, reports, and notes relating to the position. ○ Administer provisions within the <i>Building Act 2016</i>. ○ Provide sound advice in relation to plumbing matters to Council staff, owners, members of the public, plumbers, and other stakeholders. ○ Assess plumbing applications and notifications of plumbing work. ○ Issue Permits and Certificates in accordance with the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>. ○ Inspect plumbing work subject to permits and certificates of likely compliance. Ensure plumbing work is completed or permits are extended in accordance with the <i>Building Act 2016</i>. ○ To investigate complaints into alleged breaches of the <i>Building Act 2016</i> and <i>Building Regulations 2016</i>. ○ Perform other relevant duties as required within the scope of the skill and knowledge requirements for this position |
| Work Health & Safety | <ul style="list-style-type: none"> • Comply with WH&S policies and procedures • Identify, remove where reasonably practical and report safety, health and environmental hazards in your work area and operational activities • Raise awareness of the requirements of direct reports complying with WH&S policies and procedures |
| 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 any other duties as directed |
| Organisational Responsibilities | <ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts |

- The incumbent 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

KEY SELECTION CRITERIA:

1. Possess a Certificate IV in Government (Statutory Compliance) and be, or have the ability to be, licensed as a Building Services Provider – Permit Authority.
2. A sound understanding of and experience in the application of statutory requirements of the *Building Act 2016, Building Regulations 2016*, National Construction Code and relevant Australian Standards and the ability to interpret and assess working drawings and associated documentation against relevant legislation.
3. A commitment to quality customer service, including fostering a culture of customer service excellence.
4. Well-developed problem-solving skills and the ability to work effectively in a team environment and contribute toward team outcomes.
5. The ability to operate in a compliance regulatory environment with an ability to understand underlying principles, techniques and legislative requirements as applied to Planning, Building and Plumbing permits.
6. Well-developed interpersonal and communication skills and be competent in the use of relevant technology and computer software, including standard Microsoft suite of software.

AUTHORISATION:

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

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| Manager Signature: |  | Date: | 13/11/2024 |
| Director Signature: |  | Date: | 13/11/2024 |

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

| | | | |
|----------------------------|--|--------------|--|
| Employee Name: | | | |
| Employee Signature: | | Date: | |