

# Position Description



## Job Details

Job Title:	PLUMBER (LICENCED)
Reports to:	PROJECT MANAGER – CONSTRUCTION AND MAINTENANCE
Group:	CONSTRUCTION AND MAINTENANCE
Position Number:	IO0038, IO0037
Grade:	E
Date:	February 2019
Objective Doc Ref:	A3271038

## Position Purpose/Job Summary

The Construction and Maintenance Division is responsible for ensuring that the City's Infrastructure assets are constructed and maintained to a standard that closely aligns with the expectations of the community and the outcomes set out in Council's Management and Operational Plan. The Construction and Maintenance Division comprises of 3 branches: Civil Operations, Building Trades and the Mechanical Workshop.

The Plumber (Licenced) is required to perform skilled plumbing, drainage and gas fitting work for the preventative, corrective and predictive plumbing maintenance, installation and repairs within domestic, commercial and industrial buildings and other Council assets to maintain Council's plumbing and drainage equipment and infrastructure to required standards.

The position will coordinate and supervise plumbers in carrying out plumbing repair and installation to assist in the ongoing building and maintenance of Council's facilities and assets. The position is responsible for organising work schedules, materials, sub-contractors and staff.

The position has principal authority and accountability for final certification of plumbing work carried out under regulatory requirements.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Knowledge:

1. Knowledge of AS3500
2. Extensive knowledge of relevant standards and regulations and rulings involving all plumbing work.
3. Substantial specialised technical knowledge across the plumbing, roofing, draining, gas fitting, and irrigation systems.
4. Due to the dangerous nature of plumbing work the position requires substantial knowledge of safe work practices and procedures.

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### Skills:

1. Diagnostic and problem solving skills
2. Developed skills to produce accurate quotes and maintain cost recovery for the plumbing section of the Building Trades Department.
3. Developed communication skills both written and oral to effectively communicate highly technical information in plain English manner, to a wide cross section of customers.
4. Demonstrate ability to measure, read and interpret sewer diagrams and documenting changes to existing schematics, building plans and coordinate material supply.
5. Demonstrated computer skills including Microsoft Word and Microsoft Outlook
6. Project management skills and demonstrated team leadership skills to coordinate and lead small teams on a project basis.

### Experience:

1. Experience in the application of plumbing, drainage and gas fitting trade skills
2. Experience in assessment and rectification of sewer blockages
3. Experience in traffic control
4. Post apprenticeship experience in irrigation systems
5. Experience in asbestos recognition and removal
6. Experience in the use of testing equipment e.g. pressure testing, temperature valves
7. Experience in locating services via visual and underground means and through use of electronic equipment

### Qualifications

#### Essential:

1. Plumber, Drainer, and Gas Fitter Trade Certificate
2. WHS General Construction Induction Card (White card)
3. Accreditation to install and maintain tempering valves, thermostatic mixing valves and back flow prevention devices
4. Confined space
5. Working at heights

#### Desirable:

1. Scissor Lift, backhoe, HIAB, crane chaser certificates (Desirable)
2. Restricted electrical licence
3. Experience in traffic control
4. Certificate IV in Local Government or Management or equivalent experience
5. Scaffolding
6. Asbestos awareness and removal

#### Licenses / Tickets Required:

1. Drivers Licence Class C
2. MR licence or willingness to obtain
3. Plumbing contractor licence

## Key Accountabilities – Position Specific

1. Apply plumbing, drainage and gas fitting related skills to complete general and planned and emergency maintenance works on a day –to-day basis, to maintain Council's plumbing

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equipment and infrastructure to the required standards.

2. Certify work and complete Certificate of Compliance as required by legislation and regulation for plumbing works carried out, using the individual's plumbing contractor's license on behalf of Council.
3. Carry out work on small and large projects as required, coordinate staff, materials, contractors and resources to undertake assigned work to ensure timeframes are met and projects are proficiently completed.
4. Produce accurate reports on a regular basis to identify requirements or deficiencies for our customers. Recommendations would be made by the plumber to allow customers to make critical decisions efficiently.
5. Respond to emergency plumbing faults, repairs and related jobs. To ensure that all emergency plumbing jobs are completed to the standards and specifications of Sydney Water and AGL and to ensure that all work areas are secured safely.
6. Establish the work site and conduct work with consideration for site safety, safe working practices, regulations and standards, other trades, contractors and traffic circumstances to ensure the site provides a safe working environment for employees, the public and passing road traffic and complies with Australian and Council standards.
7. Instruct, coach, supervise and mentor, journeyman plumbers and apprentices in trade related technical and practical procedures and practices. To ensure their welfare and safety while under instruction/supervision to contribute to the successful achievement of trade qualification and licensing.
8. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

Direct: 1-2 (Apprentice)

No. of Indirect: Nil

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Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Construction and Maintenance Project Manager – Building Trades, team members, other trades staff and customers/clients	As required to discuss all plumbing requirements, provide plumbing expertise to customer. This may take many alternatives to allow the customer to make an informed decision. Provide updates and feedback to customers and staff. Produce reports for customers from information collected by the licensed plumber.
Construction and Maintenance Administration Staff	Daily and on a face to face basis, and/or by email and telephone to answer enquires/requests for data and information, provide administrative support, provide advice and guidance and build and maintain relationships
Corporate Stores	As required to produce materials for project completions
Customers	Daily to clarify work needs including variations to original request. Also in a advice capacity to assist the client to identify their needs.
FCC WHS Department	Maintain close liaison with officers to receive updates on WHS legislative requirements and changes and advise on trends.

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Key Relationships	
<b>2 External</b>	
Communicating with	Nature of Communication
Suppliers	Daily to source materials, obtain prices, request technical specifications and obtain technical product advice.
Contractors	As required to provide information to contractors on Council's worksite requirements and to engage contractors services.
Supply Authorities	As required for notification of plumbing work, to seek technical input and on site location of services.
Sydney Water/AGL	As required to comply with all regulations of the plumbing discipline, Provide certificate of compliances of projects completed including Backflow Prevention and Thermostatic Mixing Valves. Arrangement of sewer/trade waste inspections and the completion of Helios diagrams.
EPA	As required in relation to water purifications.
Residents and members of the community	As required for traffic and pedestrian management and in response to enquiries about work being completed. As well as to provide instructions to ensure the most paramount of public safety.

Position Dimensions	
Budget :	Nil
Operating:	Nil
Staffing:	Nil

Decision making Authority & Accountability
<ol style="list-style-type: none"> <li>1. The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in line with the WHSMS and WHS-01.1.1 WHS Responsibility, Accountability and Authority Guideline.</li> <li>2. The licensed plumber is guided by legislative and regulative requirements for the plumbing industry. The incumbent is responsible for keeping abreast of changes and compliance requirements. The position is also guided by standing instructions, FCC code of conduct, policies, procedures and WH&amp;S regulations.</li> <li>3. The licensed Plumber assumes prime responsibility for the quality of plumbing services and expertise provided, and maintenance of performance standards under the legislative</li> </ol>

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requirements.

4. The Australian Standards, Sydney Water and Department of Fair Trading hold the licensed plumber solely accountable for the quality and performance standards of work carried out. Work requiring submission of a Certificate of Compliance, shall have such certificates submitted under the plumbers individual contractor's license. Selected works shall be inspected by a Sydney Water inspector of compliance. Disciplinary action will be instigated against the licensed plumber by the appropriate authority for any breaches.
5. Problems or abnormalities need to be analysed and if there are no precedents determine the best approach to solving these by referring to and in consultation with the Project Manager.

## Problem Solving

Challenges currently facing the position include:

1. Frequently being called upon to solve complex technical problems across the entire plumbing discipline.
2. Meeting quoted works given that the requirements to the job may change mid-course due to unforeseen circumstances or changing client specifications.
3. Carrying out plumbing work in areas given the need to maintain the constant awareness of pedestrian and traffic safety and requirements.
4. Carrying out work in a logical sequence to ensure completion and quality finish given the dependency on other trades and non-trades staff completing component work first which may delay sequencing.
5. Perform plumbing, roofing, draining and gas fitting work given the unforeseen dangers of gas, sewer, power and water that must be considered at all times.

## Competencies

Performance in this role will be assessed on core competencies that apply consistently to all jobs within Council. Each year performance criteria including relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan / Individual Performance Plan will be negotiated and established in consultation with your manager.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>