



Burdekin Shire Council

PLUMBING INSPECTOR

The Burdekin Region offers an outstanding lifestyle that is both contemporary and relaxed. The major township of Ayr is only a short drive to the regional centre of Townsville. The Burdekin has excellent health and educational facilities as well as offering a fantastic array of cultural, sporting and recreational activities.

Burdekin Shire Council has a highly motivated workforce delivering quality services and facilities to the people of the community. As an employee of Burdekin Shire Council you will be provided with significant opportunities and benefits including:

- a challenging and rewarding work environment
- extensive professional development and career opportunities
- 9 day fortnight, 5 weeks annual leave and a maximum of 12% employer superannuation
- an attractive salary to a ceiling of \$58051 gross p.a. plus locality allowance is offered

Applications are invited to fill a vacancy on Council's Planning & Development Services team for a **Plumbing Inspector**.

The successful applicant will undertake a range of duties including:

- Carrying out inspections and issuing of compliance permits/certificates on all plumbing and drainage works within the Shire.
- Process Development Applications for Plumbing/Drainage including the preparation of as constructed drainage plans.
- Approval of hydraulic plans for Class 1-10 Building Works and Development Applications in order to comply with the relevant acts, policies, regulations and codes.
- Minor plumbing maintenance tasks generating from on-going maintenance of Council owned buildings.

It is essential that applicants have:

- A current Plumbers and Drainers licence as specified by the Standard Water Supply and Sewerage Law or approved by the Plumbers and Drainers Licensing Board as having the necessary competence for inspecting and approving Plumbing and Drainage work.
- Well grounded knowledge of governing legislation.
- Competence in reading and interpreting hydraulic design plans.

Information packages regarding this position are available from the Human Resources Office or Council's website www.burdekin.qld.gov.au . **Applications close on Friday 6th November 2009**. Word or PDF format is preferable.

Applications should include the following:

- A cover letter
- Statements addressing the selection criteria
- A current detailed resume.

Applications may be sent to:

- Confidential Applications
Position No. 09/18
PO Box 974
AYR Qld 4807

Or emailed to:

- employment@burdekin.qld.gov.au

For further information regarding this position please contact Council's Planning Assistant, Mrs Megan Bradford on 07 4783 9800.

POSITION DESCRIPTION

POSITION TITLE:	Plumbing Inspector
DIRECTORATE:	Environment & Operations
AWARD:	Local Government Employees' Award - Federal
AWARD CLASSIFICATION:	Level 4
STREAM:	Planning and Development
REPORTS TO:	Manager – Planning and Development
PLACE OF EMPLOYMENT:	Council Chambers, 145 Young Street, Ayr
HOURS OF DUTY:	7.00am to 4.00pm (56 min lunch), nine day fortnight, 36.25 hours per week.

POSITION OBJECTIVE

To assess and approve plumbing applications, provide technical information to external clients and carry out inspections of approved plumbing and drainage installations as well as investigation of complaints regarding illegal plumbing and drainage work.

POSITION REQUIREMENTS

Skills

- Good communication and interpersonal skills.
- Ability to interpret and impart to others requirements of the Sewerage and Water Supply Act, applicable Codes, Standards and Council's plumbing and drainage related Local Laws and Policies.
- Demonstrated ability to utilise computer assisted drafting techniques (C.A.D.) to prepare as constructed plumbing and drainage installation plans.
- Demonstrated competency in the use of various computer applications.
- Ability to read and interpret on-site effluent reports submitted by certified engineers.
- Ability to manage time, set priorities, plan and organise own work, and co-ordination with that of other staff.
- Practical skills in the water supply, sewerage and construction industry.
- Skills in quotation analysis and reporting.

Knowledge

- Thorough understanding and knowledge of on-site effluent disposal construction methods and techniques.
- Expert knowledge of plumbing and drainage construction methods and materials.
- Expert knowledge of Standard Water Supply and Sewerage Laws, Acts Regulations and Codes.
- Sound knowledge of or the ability to rapidly acquire sound knowledge of Council's property information systems and mapping software.
- Sound knowledge relating to the multi-disciplinary requirements of building construction.
- Working knowledge of or the ability to rapidly acquire working knowledge of the roles and functions of Burdekin Shire Council.

- Working knowledge of or the ability to rapidly acquire working knowledge of systems, practices, legislation, codes, policies, procedures and instructions relating to the Planning and Development division.

Experience

- A current plumbers and drainers license as specified by the Standard Water Supply and Sewerage Law or approved by the Plumbers and Drainers Licensing Board as having the necessary competence for inspecting and approving Plumbing and Drainage work.
- Experience in the maintenance and licensing of back-flow prevention devices.
- Experience in water supply and sewerage industry practices in general.
- Qualifications or the ability to obtain the following qualifications:
 - Basic Principles of Domestic Waste Water.
 - Maintenance of on site sewerage facility.
 - On-site assessment and design for on-site sewerage facilities.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Undertake the efficient and effective provision of services required of a multi-disciplinary plumbing and sewerage control office in accordance with Council's Policies, By-laws, Government Statute, and the directives of the Manager – Planning and Development.
- Processing of plumbing and drainage applications for Class 1-10 buildings and carrying out on-site inspections in an efficient and courteous manner to ensure compliance with approved plans and statutory requirements.
- Processing, checking, and issuing compliance certificates for Plumbing and Sewerage installation applications.
- Provide expert advice to professional and trades people, the general public, and other employees of Council.
- Carry out Property Searches to fulfil Council's undertakings in respect of solicitors, estate agents, vendors and purchasers requests for information relating to transfer of property.
- Discuss technical matters and assist plumbers and drainers, architects, engineers and the general public in the submission of plumbing and drainage installation applications.
- Liaising with professional and trades people and the general public and attending to complaints received within the Department's scope of responsibility and referral of those outside the Plumbing Departments scope to relevant personnel in other Departments.
- Assist and give expert advice to other Council Departments.
- Apply trade skills from time to time with regard to maintenance of Council facilities when required.
- Attending to correspondence and writing of technical letters/reports.
- Maintain records of backflow prevention devices.
- Represent the Council in a professional capacity at seminars or conferences.

Teamwork

- Attend and participate in team meetings as required.
- Co-operate with your co-workers; and carry out other tasks as required by the department to ensure the department's effectiveness and efficiency.

Customer Service

- Promote and maintain a positive organisational image and good community relations by providing quality customer service to both internal and external customers.
- Report to supervisor in a timely manner on issues and activities likely to influence Council operations or adversely impact relations with Council's customers.

Administration

- Complete all necessary paperwork in accordance with procedures and ensure timesheets are completed on a daily basis.

Quality

- Follow agreed work practices and procedures for various projects and ensure work meets quality specifications.

Workplace, Health & Safety

- Observe Burdekin Shire Council's Workplace Health and Safety Standards and adhere to requirements identified in SafePlan (Burdekin Shire Council's Safety Management System) in carrying out responsibilities. Actively support workplace health and safety, risk assessments and hazard prevention.

EXTENT OF AUTHORITY

Subject only to general direction and with significant delegated authority, provide efficient and effective delivery of plumbing services, as required of a plumbing department to facilitate Shire development.

CODE OF CONDUCT

1. The employee must at all time comply with section 1138 of the Local Government Act 1993, which states:
 - An employee of a Local Government must
 - * Act with integrity in the position held by the employee; and
 - * Act in a way that shows a proper concern for the public interest.

GENERAL

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".

SELECTION CRITERIA

Essential

1. Well grounded knowledge of governing legislation.
2. Proven ability to provide quality customer service, and deal sensitively with non compliance matters.
3. Competence in reading and interpreting hydraulic design plans,
4. Ability to understand, interpret and impart to others the requirements of the Plumbing and Drainage Act 2002, applicable codes, Australian Standards and Council's plumbing/drainage related Local Laws.
5. Current license to practice as a plumber/drainer.
6. Trade qualifications in plumbing/drainage discipline.
7. Two years post trade experience in plumbing/drainage field.
8. Knowledge of computer aided drafting system and general knowledge of computer applications and systems.
9. Ability to work co-operatively as part of a team or independently as required.
10. Current 'C' Class driver's License.

Desirable

1. Knowledge of Workplace, Health & Safety issues, duties and responsibilities as applicable to the position.
2. Post trade qualifications or studies in hydraulic design or similar.
3. Previous experience in Local Government environment.