



Position Description

Position Title	Unlicenced Plumber
Position No.	9079
Division	Water & Wastewater
Department	Water & Wastewater
Reports to	Reticulation Supervisor
Current Status	Permanent Full Time
Band/Level	Band 2 Level 1
Grade	8 - Agreement
Step	Entry Level to Step 4
Last Reviewed	August 2026
Conditions of Employment	The employee will work according to conditions provided under the <i>Local Government (State) Award</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures and Acts as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

This position is responsible for the operation and maintenance in construction of Council's Water and Wastewater Supply, Reticulation and Sewer Systems. The maintenance of plumbing and drainage within Council owned buildings, Infrastructure and facilities across the Local Government Area.

Specific Duties and Responsibilities

- Install Water Mains and Services
 - Install Water Mains
 - Install/Renewal of Water Services and meters to premises
 - Install/renewal of associated fittings such as valves, hydrants and auxiliary items in the Water supply and reticulation network
- Install Wastewater Mains and Services
 - Install Wastewater Mains
 - Install/Renewal of Wastewater Services
 - Install/renewal of Wastewater systems and associated infrastructure such as maintenance holes (manholes), junctions, vents, valves
- Maintain and repair Water Mains and Services
 - Failure and Maintenance of Water Mains/Services and Minor or additional features
 - Repair and or replace Asbestos and other types of Mains
 - Provide detailed location, design and condition information about the water mains, valves and other fittings, associated with the water systems infrastructure in the Lithgow City Council LGA
 - Water Main flushing
 - Water Testing
- Maintain and repair Wastewater Mains and Services
 - Blockages and Maintenance of Wastewater Mains and Services
 - Location of Mains
 - Provide detailed location, design and condition information about the sewer mains, manholes and other fittings, associated with the sewer systems infrastructure in the Lithgow City Council LGA
 - Removal of Vent Pipes
 - Cut ins of reflux valves
 - Cleaning Mains
 - Filtration
 - Boundary Shaft Installations
 - Sewer main repairs
- Maintain Water Pump Stations
 - Maintain pump and associated piping infrastructure.
 - Telemetry System
 - Electronic Valves
 - Maintain, replace & test backflow prevention devices

- Maintain and repair Wastewater Pump Station
 - Maintain Wastewater Pump station pipework infrastructure.
 - Install Pump Wells and associated piping infrastructure.
 - Install and maintain Low Pressure pumping systems
- Monitor Wastewater Systems
 - Infiltration of storm water into wastewater
 - Report incidences of storm water infiltration into the wastewater gravity drainage systems.
 - Report any surcharges from the sewer systems, due to blockages and or high flows.
 - Record information in any electronic database system provided by Council.
- Maintain and repair /Install Plumbing Council Buildings/Facilities (only with qualified trades person present)
 - Maintain/Install Plumbing of Lithgow City Council owned buildings/sporting facilities.
 - Operate plant and equipment.
- Maintain Operate Equipment
 - Operate Electric Eel
 - Maintain Plant
 - High pressure jet cleaner
 - CCTV camera equipment
 - Computer and or electronic devices, such as smart phones and tablets.
- Complete tasks within the water and sewerage directorate as directed by the Senior Engineer Operations, Reticulation Supervisor and Director, or any officers of council deemed to be acting in or performing the duties of these positions.
- Provide technical drawings for sewer/water plumbing and drainage location (required for plumbing inspections)
- Water sampling and testing, including reticulation water, ground water and storm water if required. Information to be recorded in online electronic forms, when available.
- Recording of work activities and information on Council's infrastructure including but not limited to:
 - Asset Information
 - Infrastructure layout and configurations
 - Operation of Infrastructure i.e Direction of valve opening and closing for example
 - Information to be recorded in online electronic forms, when available.
- Create and provide technical information regarding sewer mains, water mains, manholes, hydrant, valves, meters, services, junctions, inverts of pipes and any other water and sewer reticulation items as required

- Provide correspondence as required to both internal and external customers
- Create and provide information for work orders
- Complete forms as part of the Water and Wastewater job management systems
- Maintain infrastructure using proactive maintenance methods
- Correctly use project numbers and account codes for the booking of equipment, plant and store items.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation and function alongside of all relevant legislation and Australian Standards, not only limited to Work Health and Safety legislation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets in Council's current online platform
 - Complete Leave Forms in Council's current online platform
- Work Health and Safety Responsibilities
 - Follow Council's WHS policies and procedures as instructed
 - Ensure their actions do not adversely affect the health and safety of themselves or any other person
 - Report all WHS hazards and incidents to their supervisor as soon as possible
 - Participate in all required WHS training
 - Follow all reasonable directions from supervisors, managers, and others in regard to safety
 - In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
 - Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over \$250k.
 - Ensure current SWMSs are followed for all high-risk construction work.
- Recordkeeping Responsibilities
 - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions

- Prioritise and complete allocated Recordkeeping activities
- Maintain and utilise online electronic forms and databases as required.

Supervisory Responsibilities

Responsible for Supervision of Apprentice Plumber at times
Traffic Control and on-site Contractor Supervision
Supervision of High-Risk work sites

Signatures

I agree to the requirements of this Position Description.

_____ Employee	_____ Date
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_____ Supervisor	_____ Date
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_____ Manager	_____ Date
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Selection Criteria

Essential

- Class C Drivers Licence
- Trades Certificate (Plumbing) or be willing to undertake the required study to obtain this trade.
- Previous plumbing experience
- WHS Induction for Construction Works Certificate (whitecard)
- Confined Spaces Ticket
- Have a strong customer focus
- Be self motivated and reliable
- Demonstrated ability to work as part of a team
- Willing to work on an on-call/call back basis
- Ability to work within Council's policies and procedures
- Demonstrated commitment to the principals of honesty and integrity
- Demonstrated commitment to and understanding of WHS and Risk Management Procedures

Desirable

- Trenching experience
- Gas fitting experience
- Traffic Control Ticket
- Jetting Ticket
- First Aid Certificate