Position Description

Position Title	**Apprentice Plumber**
Position No.	10014
Division	Water and Wastewater
Reports to	Supervisor Reticulation Networks
Current Status	Full Time – 4 Years
Band/Level	Apprenticeship
Last Reviewed	November 2026
Conditions of Employment	The employee will work according to conditions provided under the *Local Government (State) Award* 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 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 assisting with the operation and maintenance in construction of Council's Water and Wastewater Systems. Assisting with the Maintenance of Plumbing and Drainage in Council's buildings.

To be an interactive member of the Water & Wastewater team, delivering quality customer service to the community and Council.

Specific Duties and Responsibilities

- Assist with the installation of Water Mains and Services
    - Assistant in the installation of Water Mains
    - Assist in the installation and renewal of Water Services

- Assist with Maintainance of Water Mains and Services
    - Failure and Maintenance of Water Mains/Services and Apputenances
    - Repair Asbestos Mains

- Assist with Maintainance of Wastewater Mains and Services
    - Blockages and Maintenance of Wastewater Mains and Services
    - Location of Mains
    - Removal of Vent Pipes
    - Cut ins of reflux valves
    - Cleaning Mains
    - Filtration

- Assist with maintenance of Water Pump Stations
    - Maintain pump
    - Telemetry System
    - Electronic Valves

- Assist with maintainance Wastewater Pump Station
    - Maintain Wastewater Pump
    - Install Pump Wells

- Monitor Wastewater Systems
    - Infiltration of storm water into wastewater

- Assist with the Maintainance and installation of plumbing in Council Buildings/Facilities
    - Maintain/Install Plumbing of Lithgow City Council owned buildings/sporting facilities.
    - Operate plant and equipment.

- Duties
    - Operate Electric Eel
    - Maintain Plant
    - High pressure set cleaner
    - CCTV camera equipment

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.

- Processing Customer Enquiries
    - Receive customer enquiries is a courteous and efficient manner
    - Research, assess and respond to customer enquiry within an appropriate timeframe

- Complete Time Sheets / Leave Applications
    - Complete Time Sheets
    - Complete Leave Forms

- 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

Supervisory Responsibilities

Nil

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Manager	Date

Selection Criteria

Essential

- Minimum completion of Year 10 obtaining School Certificate or Record of School Achievement (RoSA)
- Satisfactory academic record
- High level of motivation and punctuality
- Genuine interest in the plumbing industry
- Commitment to the principals of honesty and integrity
- Commitment to ongoing study requirements
- Commitment to Work Health and Safety

Desirable

- Learners, Provisional or Class C Drivers Licence
- Basic computer skills
- WHS General Induction for Construction Certificate (Whitecard)