

|                        |                             |
|------------------------|-----------------------------|
| <b>POSITION TITLE:</b> | <b>PLUMBER - LICENSED</b>   |
| <b>SECTION</b>         | <b>WATER AND WASTEWATER</b> |
| <b>DIRECTORATE:</b>    | <b>UTILITIES</b>            |

#### 1. REMUNERATION

Grade 12 of the Griffith City Council Salary System

#### 2. REPORTING STRUCTURE

##### a) Directly responsible to:

Water and Wastewater Team Leaders

##### b) Positions directly reporting to this position:

Apprentice Plumber, Trades Assistants, Plant Operators

#### 3. PURPOSE

The purpose of the Plumber - Licensed is to work as an individual or in a team environment to construct, operate and maintain Council's water supply and wastewater systems to relevant standards and in a safe, economical and proficient manner using the equipment and materials supplied.

#### 4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

##### Internal

- Director - Utilities
- Water and Wastewater Manager
- Water and Wastewater Co-Ordinator
- Other section throughout the Council.
- Staff

##### External

- Ratepayers
- Business Representatives.
- Consultants/Contractors.



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## 5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policies and Procedures</b>          | <ul style="list-style-type: none"> <li>• Comply with Local Government State Award</li> <li>• Comply with Council's Code of Conduct, Policies and Procedures at all times</li> <li>• Maintain organisational confidentiality</li> <li>• Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position</li> <li>• Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility</li> <li>• Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility</li> <li>• Actively participate and contribute to the development of plans, policies and procedures</li> </ul> |
| <b>Customer and Community Relations</b> | <ul style="list-style-type: none"> <li>• Ensure an efficient, courteous and professional service to internal and external customers at all times</li> <li>• Present a positive image of Council at all times</li> <li>• Promote a culture of understanding exceeding customer expectations</li> <li>• Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Work, Health and Safety</b>          | <ul style="list-style-type: none"> <li>• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation</li> <li>• Report all incidents, hazards and risks to the immediate supervisor</li> <li>• Maintain and use personal protective and safety equipment as applicable to the role</li> <li>• Actively participate in Work, Health and Safety activities</li> <li>• Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework</li> <li>• Acquire and maintain knowledge of Work Health and Safety matters</li> </ul>                                                                                      |
| <b>Teamwork</b>                         | <ul style="list-style-type: none"> <li>• Actively participate as a member of the relevant Council section and department</li> <li>• Promote and maintain harmonious relationships in the workplace</li> <li>• Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <ul style="list-style-type: none"> <li>• Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner</li> <li>• Promote a culture that encourages and values the contribution of staff to the achievement of Council activities</li> </ul>                                                                                                                                                                                                                          |
| <b>Record Keeping</b>                        | <ul style="list-style-type: none"> <li>• Ensure accurate and timely record keeping in accordance with Council's requirements</li> <li>• Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions</li> </ul>                                                                                                                                                                                                   |
| <b>Training and Development</b>              | <ul style="list-style-type: none"> <li>• Actively participate in Council's training and development programs as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Yes We Can</b>                            | <ul style="list-style-type: none"> <li>• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions and working collaboratively to achieve outcomes</li> <li>• Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes</li> </ul>                                                                                             |
| <b>Continuous Improvement and Innovation</b> | <ul style="list-style-type: none"> <li>• Promote the development of more efficient work practices</li> <li>• Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate</li> <li>• Promote a culture of change and innovation by encouraging new ideas</li> </ul>                                                                                                 |
| <b>Environment</b>                           | <ul style="list-style-type: none"> <li>• Consider the protection of the environment when undertaking all Council activities</li> <li>• Consider the protection of the environment in decision making and in the undertaking of all Council activities</li> </ul>                                                                                                                                                                                                                                           |
| <b>General</b>                               | <ul style="list-style-type: none"> <li>• Perform other duties as required consistent with the level of competencies of the position</li> <li>• Ensure efficient and appropriate use of Council resources when carrying out work</li> <li>• Accomplish tasks while working under limited / minimum supervision</li> <li>• Work with allocated resources and budget to meet or exceed expectations of Council</li> <li>• Administer and ensure efficient and appropriate use of Council resources</li> </ul> |



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## 6. PRINCIPAL ACCOUNTABILITIES

- Install and maintain Council owned Backflow Prevention Devices in accordance to AS 3500 and the Plumbing Code of Australia
- Install and maintain Council water and sewer mains and services to meet AS 3500 and the Australian Drinking Water Guidelines
- Ensure all WHS and council requirement are met on job sites to ensure safety of staff, contractors and the public.
- Ensure all internal plumbing work conducted for council meets AS 3500 and Plumbing Code of Australia guidelines
- To certify that Council's plumbing and drainage works are carried out in accordance with the National Plumbing and Drainage Code AS 3500 and the relevant AS Gas Fitting Code AG 601

## 7. KEY DUTIES

Under the direction of the Water and Wastewater Team Leaders:

- To provide technical trades advise to the Water and Wastewater Co-Ordinator and Team Leaders.
- To certify that Council's plumbing and drainage works are carried out in accordance with the National Plumbing and Drainage Code AS 3500 and the relevant AS Gas Fitting Code AG601.
- Service thermostatic mixing valves according to AS 3500
- To provide plumbing trade skills necessary to construct and maintain Council's water and wastewater assets.
- Locate utilities including Telstra, gas, power, water and wastewater
- Provide assistance to the formulation of WH&S Policy & Procedures, Work Method Statements with respect to various plumbing tasks.
- Operate small plant/equipment as required.
- Supervise and co-ordinate team activities. Develop and promote operational and trade skills of team members.
- To be responsible for the direction and control of vehicular traffic during road work activities including the erection of warning signs and devices as specified by the current or adopted code and standards. (Traffic Control Plans).
- To provide records of work output including times of work, assigning job cost numbers, work as executed plans and information, asset data and plant maintenance records.
- To provide plumbing and drainage trade skills necessary to construct and maintain Council's water and wastewater assets.
- Ensure that all works being supervised or performed meet WH & S regulations, relevant policies and standards.
- After obtaining suitable qualification for traffic controller, you are authorised to carry out duties of the traffic controller under the Roads Regulations, on all the roads within the Griffith City Council LGA



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## 8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B, Tetanus, and will be arranged upon commencement.

## 9. KEY SELECTION CRITERIA

### ESSENTIAL

- Hold an Advance Plumbing and Drainage Certificate of Competency.
- Hold a current Australian Class C drivers licence.
- Hold a White card/General Construction Induction Training card.
- Demonstrated ability to read plans, understand technical specifications and perform minor setting out.
- Working knowledge of Work Health & Safety requirements.
- Demonstrated accurate record keeping skills.
- Demonstrated ability to competently supervise a number of employees

### DESIRABLE

- Hold a confined spaces entry ticket.
- Hold a Thermostatic Mixing Valve certificate
- Hold a Backflow Prevention Device certificate
- Demonstrated knowledge of safe manual/mechanical handling procedures and skills
- Hold a current Australian MR Truck Licence

### DESIRABLE LICENSES AND CERTIFICATIONS

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

**NOTE:** It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

| License / skill Type                         | Hold<br>Yes/No | Current<br>Yes/No | Eligibility<br>to hold<br>Yes/No | Details<br>(License or<br>Certificate no) |
|----------------------------------------------|----------------|-------------------|----------------------------------|-------------------------------------------|
| RMS – Traffic Controller Ticket              |                |                   |                                  |                                           |
| RMS – Implement Traffic Control Plans Ticket |                |                   |                                  |                                           |
| First aid certificate                        |                |                   |                                  |                                           |



## 10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

### KEY

- O ..... Occasional: exposure to the physical factor less than twice a week on average  
 F ..... Frequent: exposure to the physical factor 3 - 4 times a week on average  
 C ..... Constant: exposure to the physical factor more than 5 times a week on average  
 R ..... Repetitive: exposure to the physical factor multiple times in an hour  
 N/A ..... Not Applicable  
 ≡ ..... Winter  
 \* ..... Summer

| Demands                       | Description                                                                                                    | Frequency |   |   |   |    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                               |                                                                                                                | O         | F | C | R | NA |
| Physical Demands of Job Tasks |                                                                                                                |           |   |   |   |    |
| Kneeling/Squatting            | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels     |           |   | X |   |    |
| Leg/Foot Movement             | Tasks involve use of the leg and or foot to operate machinery                                                  |           | X |   |   |    |
| Hand/Arm Movement             | Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting. |           |   | X |   |    |
| Bending/Twisting              | Tasks involve forward or backward bending or twisting at the waist.                                            |           |   | X |   |    |
| Standing                      | Tasks involve standing in an upright position without moving about                                             |           |   |   | X |    |
| Driving                       | Tasks involve operating any motor-powered vehicle                                                              |           |   |   | X |    |
|                               | Tasks involve driving vehicle on unsealed roads.                                                               |           |   |   | X |    |
| Sitting                       | Tasks involve remaining in a seated position during task performance                                           | X         |   |   |   |    |
| Reaching                      | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended. |           |   |   | X |    |
| Walking/Running               | Tasks involve walking or running on even surfaces                                                              |           |   |   | X |    |
|                               | Tasks involve walking on uneven surfaces                                                                       |           |   |   | X |    |
|                               | Tasks involve walking up and / or down slopes                                                                  |           |   | X |   |    |
|                               | Tasks involve walking whilst pushing/pulling objects                                                           | X         |   |   |   |    |
| Climbing                      | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant                   |           | X |   |   |    |



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| Demands                             | Description                                                                                                                                                                         | Frequency |   |   |   |    |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                                     |                                                                                                                                                                                     | O         | F | C | R | NA |
|                                     | Tasks involve climbing over or under machinery                                                                                                                                      |           | X |   |   |    |
| Working at heights                  | Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.                                            | X         |   |   |   |    |
| Lifting/Carrying                    | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms                                                |           |   | X |   |    |
|                                     | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper. |           |   | X |   |    |
|                                     | 1. Light lifting/carrying (0-9 Kg)                                                                                                                                                  |           |   | X |   |    |
|                                     | 2. Moderate lifting/carrying (10-15 Kg)                                                                                                                                             |           |   | X |   |    |
|                                     | 3. Heavy lifting/carrying (16 Kg and above)                                                                                                                                         |           |   | X |   |    |
| Restraining                         | Tasks involve restraining animals / objects                                                                                                                                         |           |   |   |   | X  |
| Pushing/Pulling                     | Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.                                            |           | X |   |   |    |
|                                     | Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.     |           |   | X |   |    |
| Grasping                            | Tasks involve gripping, holding, clasping with fingers or hands.                                                                                                                    |           |   | X |   |    |
| Manual Dexterity                    | Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.                                                                                           |           |   | X |   |    |
| <b>Sensory Demands of Job Tasks</b> |                                                                                                                                                                                     |           |   |   |   |    |
| Sight                               | Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.                |           |   |   | X |    |
| Hearing                             | Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment                                                           |           |   | X |   |    |
| Smell                               | Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals                                                                 |           |   |   |   | X  |
| <b>Exposure to Chemical Hazards</b> |                                                                                                                                                                                     |           |   |   |   |    |
| Dust                                | Tasks involve working with dust - e.g. sawdust                                                                                                                                      |           |   | X |   |    |
| Gases                               | Tasks involve working with gases                                                                                                                                                    |           | X |   |   |    |



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| Demands                    | Description                                                                                                                                 | Frequency |   |   |   |    |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|---|----|
|                            |                                                                                                                                             | O         | F | C | R | NA |
| Fumes                      | Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.                                                     |           |   |   |   | X  |
| Liquids                    | Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis                          |           | X |   |   |    |
| <b>Working Environment</b> |                                                                                                                                             |           |   |   |   |    |
| Temperature                | Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room |           |   | X |   |    |
| Confined Spaces            | Tasks involve working in confined spaces which may affect individuals with claustrophobia                                                   |           | X |   |   |    |

## 11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

## 12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: May 2024

Job Evaluation Assessment Date: 26 November 2013

## ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Signature:</b>     |  |
| <b>Date:</b>          |  |



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