

# Position Description

## Plumbing, Drainage and Trade Waste Officer



|                                           |                                                                |
|-------------------------------------------|----------------------------------------------------------------|
| <b>Directorate</b>                        | <b>Water, Wastewater and Waste</b>                             |
| <b>Classification/Grade/Band</b>          | <b>Full time 35 Hours per week,<br/>Grade 16,<br/>Band 3/2</b> |
| <b>Position Code</b>                      | <b>10037</b>                                                   |
| <b>Date position description approved</b> | <b>27 July 2026</b>                                            |

### Council overview

The City of Lithgow has a population of approximately 21,600 and is located on the western edge of the Blue Mountains World Heritage Area. Two thirds of the Lithgow Local Government Area is National Park – much of which is pristine wilderness. The traditional owners and custodians of the LGA are the Wiradjuri Nation.

Council's leadership team comprises the General Manager assisted by three Directors and Executive Manager. Details of Council's current organisational structure can be found at <https://council.lithgow.com>.

### Council values

The guiding principles of respect, trust, accountability, leadership, innovation, collaboration, and excellence in customer service define how Lithgow City Council strengthens its working environment to deliver on the aspirations of our community.

### Primary purpose of the position

Operating within the Water and Wastewater Department the Plumbing Drainage and Trade Waste Officer is responsible for regulating and administering Council's plumbing, drainage, backflow prevention and liquid trade waste functions. The position carries out plumbing and drainage inspections for residential, commercial and industrial buildings/developments and assesses and determines applications for approval under Section 68 of the Local Government Act, the Local Government (General) Regulations and relevant regulations. Furthermore, the position provides technical advice to internal and external customers; and supports compliance, monitoring and enforcement activities to protect public health, Council infrastructure and the environment.

## **Key accountabilities**

- Provide customer liaison services in relation to plumbing, drainage and liquid trade waste.
- Assess/process and determine relevant applications for approvals, permits and licences, including approvals under Section 68 of the Local Government Act 1993 and relevant regulations, within the scope of Council delegations and procedures.
- Undertake required installation and follow-up inspections; issue relevant certificates, notices, directions or correspondence; and initiate or recommend enforcement action in accordance with Council procedures, delegations and applicable legislation.
- Administer Council's liquid trade waste framework, including assessment of trade waste applications, preparation and review of approvals, monitoring of compliance with approval conditions, maintenance of trade waste records, liaison with customers and businesses, and escalation of non-compliance in accordance with Council procedures and delegations.
- Maintain and support Council's backflow prevention and cross-connection control functions, including advice to customers, review of relevant device information, coordination of inspections or testing requirements, recordkeeping and follow-up of non-compliance in accordance with Council procedures.
- Prepare and/or administer receipt of Sewer Services Diagrams for plumbing and drainage works.
- Investigate and respond to correspondence and investigations relating to the position.
- Respond to other (e.g. counter, face to face, phone and written) enquires relating to the functions of the department and position.
- Manage and maintain electronic records, registers and statistical data relevant to applications, inspections, approvals, licences, trade waste agreements or approvals, backflow prevention devices, enforcement actions and other position-related activities, including completion of internal reports and returns to government agencies as required.
- Other duties reasonably related to the position as advised by the Strategy and Projects Manager.

## **Key challenges**

- Act as the Council representative coordinating and performing the functions delegated to Council under the Plumbing and Drainage Act, Instrument of delegation, Memorandum of Understanding between the Building Commission and Lithgow City Council and associated regulations
- Establishing and maintaining strong and effective working relationships and consistent systems and procedures both internally and externally

## Key relationships

| Who                           | Why                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Strategy and Projects Manager | <ul style="list-style-type: none"> <li>• Receive guidance and support, provide advice and exchange information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| Strategy and Projects Team    | <ul style="list-style-type: none"> <li>• Work collaboratively to contribute to achieving business outcomes</li> <li>• Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.</li> </ul>                                                                                                                                                                                                                                                          |
| Stakeholders                  | <ul style="list-style-type: none"> <li>• Optimise engagement to achieve defined outcomes.</li> <li>• Manage expectations and resolve issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>External</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Stakeholders                  | <ul style="list-style-type: none"> <li>• Establish and maintain working relationships and networks to address highly confidential and sensitive matters.</li> <li>• Manage expectations and resolve issues.</li> <li>• Communicate needs, facilitate routine transactions, and resolve issues</li> <li>• Main stakeholders include: <ul style="list-style-type: none"> <li>○ plumbers, drainers, builders, developers/applicants</li> <li>○ property owners and businesses</li> <li>○ Building Commission NSW</li> </ul> </li> </ul> |

## Key dimensions

### Decision making

- Manages day-to-day priorities, inspections, application assessments and customer enquiries independently within Council procedures, delegations and legislative requirements.

- Exercises judgement in assessing plumbing, drainage, backflow prevention and liquid trade waste matters, escalating complex or high-risk issues to the Strategy and Projects Manager as required.
- Determines routine applications, approvals, inspections, notices and correspondence within delegated authority and established regulatory frameworks.
- Prioritises competing inspections, compliance matters, customer requests and reporting requirements to support timely service delivery and regulatory compliance.
- Maintains accurate records and uses relevant corporate systems to support transparent, defensible and auditable decision making.

## **Reports to**

Strategy and Projects Manager – Water, Wastewater and Waste

## **Direct reports**

- Nil

## **Essential requirements**

- NSW Fair Trading recognised Certificate III Trade Qualification in Plumbing.
- Demonstrated post qualification experience in the installation and/or inspection of both domestic and commercial plumbing and drainage.
- Working knowledge of and proven skill in interpreting and applying the NSW Plumbing and Drainage Act, National Plumbing Code, Liquid Trade Waste Legislation and related regulations and standards, including Section 68 of the Local Government Act 1993, the Plumbing Code of Australia, applicable Australian Standards and the National Construction Code
- Demonstrated knowledge of liquid trade waste regulation, approval conditions, monitoring requirements and common pre-treatment installations, including separators, arrestors and related devices.
- High level verbal and written communications skills including to present clear, concise reports and to deal tactfully and negotiate with people inside and outside Council.
- Demonstrated sound computer skills, including the ability to use corporate records systems, customer request systems, mobile inspection tools, spreadsheets and relevant regulatory or asset management systems.
- Demonstrated commitment to the principles of honesty and integrity
- Demonstrated commitment to Work Health and Safety
- Class C Drivers Licence

## **Capabilities for the position**

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.” It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below are the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework                                                                    |                                     |                 |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| Capability Group                                                                                         | Capability Name                     | Level           |
| <br>Personal attributes | <b>Manage Self</b>                  | <b>Advanced</b> |
|                                                                                                          | Display Resilience and Courage      | Adept           |
|                                                                                                          | Act with Integrity                  | Advanced        |
|                                                                                                          | Demonstrate Accountability          | Advanced        |
| <br>Relationships       | <b>Communicate and engage</b>       | <b>Advanced</b> |
|                                                                                                          | <b>Community and Customer Focus</b> | <b>Advanced</b> |
|                                                                                                          | Work Collaboratively                | Adept           |
|                                                                                                          | Influence and negotiate             | Advanced        |
| <br>Results             | <b>Plan and prioritise</b>          | <b>Advanced</b> |
|                                                                                                          | <b>Think and Solve Problems</b>     | <b>Advanced</b> |
|                                                                                                          | Create and Innovate                 | Intermediate    |
|                                                                                                          | Deliver Results                     | Intermediate    |
| <br>Resources         | Finance                             | Intermediate    |
|                                                                                                          | Assets and Tools                    | intermediate    |
|                                                                                                          | <b>Technology and Information</b>   | <b>Advanced</b> |
|                                                                                                          | Procurement and Contracts           | Foundational    |

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework          |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Group and Capability                           | Level           | Behavioural Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Personal Attributes</b><br>Manage Self      | <b>Advanced</b> | <ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul> |
| <b>Relationships</b><br>Communicate and engage | <b>Advanced</b> | <ul style="list-style-type: none"> <li>• Presents with credibility and engages varied audiences.</li> <li>• Translates complex information concisely for diverse audiences.</li> </ul>                                                                                                                                                                                                                                                                               |

## Local Government Capability Framework

| Group and Capability                                 | Level           | Behavioural Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      |                 | <ul style="list-style-type: none"> <li>Creates opportunities for others to contribute to discussion and debate.</li> <li>Demonstrates active listening skills, using techniques that contribute to a deeper understanding.</li> <li>Is attuned to the needs of diverse audiences, adjusting style and approach flexibly.</li> <li>Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul>                                                                                                |
| <b>Relationships</b><br>Community and Customer Focus | <b>Advanced</b> | <ul style="list-style-type: none"> <li>Demonstrate a thorough understanding of the interests, needs, and diversity in the community.</li> <li>Promotes a culture of quality customer service.</li> <li>Initiates and develops partnerships with customers and the community to define and evaluate service outcomes.</li> <li>Ensures that the customer is at the heart of business process design.</li> <li>Makes improvements to management systems, processes, and practices to improve service delivery.</li> </ul>              |
| <b>Results</b><br>Plan and Prioritise                | <b>Advanced</b> | <ul style="list-style-type: none"> <li>Ensures business plans and priorities are in line with organisational objectives</li> <li>Uses historical context to inform business plans and mitigate risks</li> <li>Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>Implements systems for monitoring and evaluating effective program and project management</li> </ul>         |
| <b>Resources</b><br>Think and Solve Problems         | <b>Advanced</b> | <ul style="list-style-type: none"> <li>Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>Is able to discuss issues from different angles and project impacts into the future</li> <li>Considers the broader context when critically analysing information and weighing recommendations</li> <li>Involves diverse perspectives in testing thinking and solutions</li> </ul> |
| <b>Results</b><br>Technology and Information         | <b>Advanced</b> | <ul style="list-style-type: none"> <li>Implements appropriate controls to ensure compliance with information and communications security and use policies</li> <li>Implements and monitors appropriate records, information and knowledge management systems</li> </ul>                                                                                                                                                                                                                                                              |

## Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators                                                                                                                                                                                                                                              |
|----------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      |       | <ul style="list-style-type: none"><li>• Seeks advice from technical experts on leveraging technology to achieve organisational outcomes</li><li>• Stays up to date with emerging technologies and considers how they might be applied in the organisation</li></ul> |

## Signatures

I agree to the requirements of this Position Description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date