



## Plumbing and Drainage Inspector

### POSITION DESCRIPTION

<b>Position Number:</b>	1832
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	Development and Environment
<b>Team:</b>	Built Environment
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Reports To:</b>	Principal Plumbing and Drainage Inspector
<b>Revised:</b>	September 2024

#### **General Position Statement:**

This position supports Council's direction by assisting in the performance of Livingstone Shire Council's Plumbing and Drainage Certification and compliance services, in accordance with relevant legislation and Council policies in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

#### **Specific Responsibilities:**

This position has the following responsibilities:

1. Co-ordinate, assess, review and determine development applications for Plumbing and Drainage works and concurrence agency assessments for on-site sewerage facilities under the Queensland Plumbing and Drainage Act.
2. Day to day administration of the requirements of the *Plumbing and Drainage Act* and its associated Regulation, including the issuing of permits, action notices and maintaining the register for on-site sewerage facilities and Backflow prevention devices.
3. Monitor and undertake required inspections and tests in accordance with applicable legislation for Plumbing and Drainage, On-site Sewerage Facilities, Backflow prevention Devices, Trade waste installations and Fire Protection Installations in all Classes of buildings to ensure compliance.
4. Prepare and/or assist in issuing of Action, Show Cause or Enforcement notices for defective work or other offences under The Plumbing and Drainage Act. Issuing of as Inspection and Final certificates for compliant work.
5. Provide specialist technical/professional input and advice on Plumbing and Drainage matters to the public, Council and other units to ensure works comply with the requirements of relevant Legislation.

6. Provide input and recommendations on Council's policies and procedures to ensure they are kept current with relevant legislation.
7. Act as an expert witness in Development Tribunals on behalf of Council in relation to Plumbing and Drainage matters.
8. Contribute to a customer service focussed culture which is committed to Council's values and strategic objectives.
9. Contribute to the small disciplined Built Environment team, at team meetings, by upholding WH&S obligations and seizing performance management opportunities.
10. Manage customer service requests, complaints, general enquiries and transactions to ensure prompt identification and appropriate action.
11. Prepare correspondence and notices relevant to Plumbing and Drainage development, concurrence agency assessments or compliance issues.
12. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
13. Refer matters which may impact upon the business, Council and employees to the relevant supervisor or manager.
14. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Demonstrated knowledge of the *Plumbing and Drainage Act and Regulation*, the *Plumbing Code of Australia*, The Queensland Plumbing and Wastewater Code, relevant Australian Standards, work practices and policies within the Plumbing industry and relevant council Policies.
2. Demonstrated ability to interpret plans and drawings.
3. Demonstrated ability to prepare as constructed drainage plans.
4. Excellent communication (written and oral) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
5. Demonstrated conflict resolution and negotiation skills.
6. Proven time management, planning and organisational skills.
7. Thorough knowledge of work practices and policies within the plumbing industry.
8. Ability to effectively operate Council's computer systems including Council's corporate record management system, Pathway and the Microsoft Office Suite.

#### **Mandatory Qualifications, Licences and Experience**

1. Certificate III in Plumbing and Drainage.
2. Queensland Plumbing and Drainage Licence.



3. Substantial demonstrated experience relevant to the role.
4. Endorsement or ability to obtain an Endorsement on Plumbing and Drainage License for the Maintenance of On-site sewerage facilities.
5. Eligibility for membership to the Institute of Plumbing Inspectors Queensland.
6. Construction Industry Induction (White Card).
7. Possess and maintain a current motor vehicle driver's licence.

### Desirable Qualifications, Licences and Experience

1. Plumbing and Drainage License Endorsements for the Commissioning Maintenance and Testing of Thermostatic Mixing valves, Backflow Prevention Devices and Solar and Heat Pump Hot Water Systems.
2. Experience in a local government environment.
3. Authorised Persons/Powers of Entry training.

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an outdoor and/or office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A and B and Tetanus.
6. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: *'...exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work.'*
7. During the course of normal duties the incumbent may be required to perform:
  - (a) constant dynamic standing/walking;
  - (b) walking uneven ground;
  - (c) climbing ladders; and climbing in and out of vehicles;



- (d) repetitive and sustained bending and stooped positions;
- (e) working in awkward postures, and occasionally in confined spaces; and
- (f) constant static and dynamic balance.
- (g) work independently and occasionally in remote areas when required.

### **Delegations and Authorisations:**

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

### **Acknowledgement:**

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Acting General Manager Communities
<b>Signature:</b>	<i>Sonia Tompkinson</i>
<b>Date:</b>	9 September 2024
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



# Plumbing and Drainage Inspector

## SELECTION CRITERIA

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<b>Revised:</b>	September 2024

Please address each of the selection criteria below in your application:

1. Mandatory qualifications and experience.
  - Certificate III in Plumbing and Drainage;
  - Queensland Plumbing and Drainage Licence;
  - Endorsement or ability to obtain an Endorsement on Plumbing and Drainage License for the Maintenance of On-site sewerage facilities;
  - Eligibility for membership to the Institute of Plumbing Inspectors Queensland;
  - Construction Industry Induction (White Card); and
  - Possess and maintain a current motor vehicle drivers licence
2. Substantial experience working in a similar role including knowledge of the *Plumbing and Drainage Act and Regulation*, the *Plumbing Code of Australia*, Queensland Plumbing and Wastewater Code, relevant Australian Standards, work practices and policies within the Plumbing industry and relevant council Policies.
3. Demonstrated ability to interpret plans and drawings and prepare as constructed drainage plans.
4. Excellent communication and interpersonal skills including demonstrated conflict resolution and negotiation skills.
5. Ability to effectively operate Council's computer systems including Council's corporate record management system, Pathway and the Microsoft Office Suite and mobile devices.



**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

