

POSITION TITLE: Cadet Plumbing Inspector **POSITION NO:** 2757

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 4

CERTIFIED AGREEMENT: Officers **AWARD:** QLGA

DEPARTMENT: Finance and Liveability

BRANCH: Planning and Development

SECTION: Development Services

REPORTS TO: Senior Plumbing Inspector

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Working alongside experienced plumbing inspectors, this role combines mentoring, training and practical on the job experience within professional plumbing and drainage assessment, inspection, and compliance as well as advisory services to ensure plumbing, sanitary drainage and associated regulated systems comply with relevant Queensland legislation, codes, Australian Standards, Council requirements and approved documentation.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Administer and enforce plumbing and drainage legislation within the South Burnett Regional Council local government area.
2. Support the Senior Plumbing Inspector in the management of the plumbing section with related enquiries, inspections, plumbing assessment processes, utilising best practise plumbing solutions to support the delivery of a quality service to industry and the community.
3. Review and approve domestic, industrial, commercial, and rural plumbing and drainage and water supply plumbing plans submitted to Council for approval and liaise with consultants as required.
4. Prepare and interpret plans relating to sewerage and water supply, the construction of plumbing and sewerage services and septic installation.
5. Record and develop works and "as constructed" plans and reports and prepare draft correspondence relating to plumbing and drainage matters on behalf of management.
6. Assist in the maintenance and updating of the register of onsite sewerage facilities and a register of qualified service operators for onsite sewerage facilities.
7. Undertake site inspections on new and altered plumbing and drainage works, subdivisional water and sewerage work, as well as Council water and sewerage works.
8. Assist in the ongoing development/ maintenance of a register of backflow prevention devices and ensure they are tested every 12 months as required by the Plumbing and Drainage Regulation 2019 and Plumbing and Drainage Act 2018.
9. Consult with engineers, architects, hydraulic consultants, builders, plumbers, and members of the public on matters relevant to the Plumbing and Drainage Act 2018 and associated State and Federal legislation.
10. Investigate complaints and reports concerning illegal, defective or non-compliant plumbing and drainage work.
11. Undertake inspections of notifiable work where required as part of Council's compliance responsibilities. (FORM 4 QBCC), as well as assess and inspect on-site sewerage facilities and associated wastewater disposal systems within Council's jurisdiction. (Form 11 Reports etc.)

12. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions
- Independent field work across the South Burnett Region

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Queensland Plumbers Occupational Licence.
- Minimum requirement of a current C Class driver's licence.
- Demonstrated previous experience and expertise in all facets of plumbing.
- General Safety Induction for Construction Worker Certification (White Card).

Desirable:

- Other qualifications relating to Plumbing (i.e. Certificate IV Plumbing and Services).
- Other training relating to Plumbing (i.e. On-site sewerage maintenance or design, backflow devices, TMV's).

5. KEY SELECTION CRITERIA

1. The ability to learn and conduct inspections and investigations on a community level and produce effective outcomes within the parameters of relevant legislation, Local Laws, and Council policies.
2. Demonstrated knowledge of legislation, regulations and standards relating to plumbing/ drainage.
3. Demonstrated ability to operate a computer and Microsoft Office applications including Word, Excel, and Outlook.
4. Well-developed oral and written communication skills with the ability to work and communicate effectively with a range of customers and stakeholders, including plumbers/ builders, developers, property owners, Council Officers and members of the public.
5. Ability to use sound technical judgement whilst carrying out all tasks as well as demonstrated skills to establish work priorities and meet deadlines.
6. Demonstrated understanding of and commitment to Workplace Health and Safety and EEO principles and practices.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with:-

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Finance and Liveability: Kerri Anderson	Signature: 