



POSITION DESCRIPTION

PLUMBING SURVEYOR

POSITION DETAILS

Position No.	000667	Department	Development Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Building and Plumbing	Classification	Technical/Inspectorial level 5

POSITION OBJECTIVE

This position is responsible for:

- Undertaking plumbing and drainage approval and inspection services within the Municipality to ensure all plumbing installations comply with relevant State, Federal Acts, Codes and Australian Standards.
- Providing technical assistance and advice to clients, residents and contractors to assist them in attaining the required standards; and
- Conducting soakage investigations, as required.

KEY FUNCTIONS AND RESPONSIBILITIES

Technical

1. Ensure that all persons intending to carry out plumbing works within the Municipality comply with relevant State and Federal Acts, Codes and Australian Standards.
2. Assess Plumbing Permit Applications to ensure compliance with relevant State and Federal Acts, Codes and Australian Standards.
3. Issue permits, certificates, notices and orders in accordance with relevant State and Federal Acts, Codes and Australian Standards.
4. Assess and report on the plumbing aspects of development (planning) and building applications.

Inspectorial

5. Carry out inspections, and tests on plumbing installations as required.
6. Inspect plumbing installations in accordance with Council protocols.
7. Inspect and investigate water run-off and soakage enquires.

Administration

8. Ensure 'as constructed' drainage plans and supporting documentation provided by Plumbers have been prepared to the standards required by the Director of Building Control and Council.
9. Provide advice to the public relating to drainage and plumbing enquires.
10. Ensure appropriate records are kept in relation to inspections, drainage plans, trade waste installations and backflow prevention devices.
11. Advise and assist the Development Engineer on plumbing and associated issues, commensurate with skills and competencies.
12. Complete appropriate sections of 337 certificates as required.

Enforcement

13. Conduct inspections of illegal plumbing work and prepare reports on findings in accordance with Council protocols.

Other Duties

14. Work closely and cooperatively with other staff members within the Development Services Department, seeking assistance and offering advice as appropriate.
15. Assist the Customer Service Unit and other Council staff with advice on plumbing matters. Promote helpful, constructive and co-operative attitudes when dealing with the community, Councillors and other staff.
16. Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Special Conditions:

Due to Council's conflict of interest requirements, the Employee is not to carry out any notifiable or permit category work within the boundaries of Kingborough Council municipal area.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level undertake work that requires utilisation of their skills obtained as part of a trade qualification and at an experienced level.

Judgment and problem solving:

Employees at this level undertake duties requiring more complex drainage and plumbing inspection work and in accordance with the relevant legislation and Council policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position deals mostly with staff from the Plumbing and Building Department but may also liaise with other Council Departments including Engineering and Customer Service.
2. **External** - Members of the public, plumbers, builders, government departments and authorities.
3. **Direct Reports** - This role reports to the Coordinator Building and Plumbing , but may take operational directions from the Senior Plumbing Surveyor.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

1. Demonstrated experience in the plumbing field, including practical experience in all aspects of domestic/commercial plumbing/ drainage and trade waste.
2. Sound understanding of relevant Tasmanian Legislation, By-Laws and Australian Standards associated with plumbing control.
3. Well-developed time management and daily planning skills and an ability to maintain a high level of accuracy.
4. Sound understanding of work health and safety procedures relevant to the role.
5. Demonstrated experience in operating in a team environment, in particular sharing workloads and supporting colleagues in a positive manner.
6. Competent written and verbal communication skills, along with sound computer skills using Microsoft applications and relevant local government software.

Licences and Qualifications

7. Plumber Practitioner Certifier Licence (Tas).
8. A trade certificate qualification in the plumbing field (ideally) with backflow prevention registration).
9. Ability to attain Certificate IV in Government Investigations (Regulatory Compliance) or Certificate IV in Government (Statutory Compliance) or a qualification deemed acceptable to the Consumer Building and Occupational Services in the Department of Justice for the purpose of occupational licencing (Building Services Work - Permit Authority)

10. The ability to be granted a Licence issued by the Consumer Building and Occupational Services as a Building Services Provider to perform the statutory functions of a Permit Authority under the Building Act 2016 (Tas).
11. White Card (Working Safely in the Construction Industry).
12. A current driver's licence.