

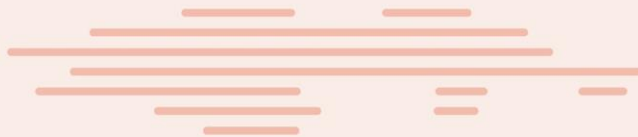


**Brighton
Council**

Position Profile

**Plumbing Inspector /
Surveyor (Permit Authority)**

MARCH 2024



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Plumbing Inspector/Surveyor (Permit Authority)

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary package based on qualifications and experience, includes a commuter use vehicle, annual leave loading, sick leave bonus scheme and a 15% Superannuation entitlement
- Commuter vehicle
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Governance & Regulatory Services team, the position will be responsible for providing a professional range of customer focused and plumbing inspection/surveying services associated with Council's statutory responsibilities.

1. Demonstrated experience in ensuring the provisions of the *Building Act 2016* and *the Building Regulations 2016*, concerning plumbing control functions are observed, including inspections, assessments and enforcement requirements associated with the prescribed act, regulations and Australian standards (AS3500).
2. Proven communication, interpersonal and customer service skills, with the ability to work with multiple stakeholders in the provisions of delivery a solutions-based outcome(s).
3. Capacity to exercise the functions of the Permit Authority under delegation from Council pursuant to provisions contained within the *Building Act 2016*.
4. Well-developed computer literacy including Microsoft products.
5. Able to meet competing deadlines with the ability to set priorities, working with minimal supervision.
6. Knowledge and understanding of the *Urban Drainage Act 2013* and ability to administer functions as necessary.

Essential

To have completed an apprenticeship as a Sanitary Plumber and currently hold registration as an Advanced Registered Sanitary Plumber, with a minimum of 5 years' experience in a similar position and must possess a current driver's licence.

Desirable

1. Experience in Local Government or public works.
2. Demonstrated understanding of all legislation and regulations relevant to plumbing in Local Government.

Duty Statement – Plumbing Inspector/Surveyor

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. An attractive salary package will be negotiated with successful applicant and will be dependent on qualifications and experience (package includes a commuter use vehicle and a 15% superannuation entitlement)
3. The hours of the position can be negotiated with the successful applicant (part-time and/or full-time hours). A typical working day is Monday to Friday, 7.30am to 4.00pm (30 minutes lunch).
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. The appointment is subject to successful completion of a six (6) month probation period.
6. Applications for the position close at 7.00pm on **Sunday, 28 April 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Plumbing Inspector/Surveyor

Job Description

Position Title:	PLUMBING INSPECTOR/SURVEYOR - PERMIT AUTHORITY
Position No:	444
Department:	Governance and Regulatory Services
Program:	Plumbing

Position Classification:

Award type:	Brighton Council Enterprise Agreement
Classification:	Technical/Inspectorial Officer
Level:	4-5

Position Objective:

- To be part of a team providing an effective client focused plumbing surveying and inspection service.
- To ensure the protection of Council's reticulated hydraulic infrastructure.
- To act as an Authorised Officer for the Permit Authority.
- Provide consistently high standards of customer services.

Key Responsibilities:

- To ensure that general provisions of the *Building Act 2016* and the *Building Regulations 2016*, concerning plumbing control functions are observed.
- To survey plumbing applications received by Council for compliance with the *Building Act 2016*, the *Building Regulations 2016* and AS3500.
- To carry out the inspection and enforcement requirements contained within the *Building Act 2016*.
- To exercise the functions of the Permit Authority under delegation from Council pursuant to provisions contained within the *Building Act 2016*.
- Ability to administer the performance provisions of the *Building Act 2016*.
- Monitor and maintain applicable registers in accordance with the requirements of the *Building Act 2016*.
- Complete understanding of the *Urban Drainage Act 2013* and ability to administer functions as necessary.
- To ensure that a high standard of customer service is maintained.
- To have excellent written and verbal communication skills.
- Can maintain accurate manual and electronic records.
- To develop a diversified range of skills.
- When required, act as Customer Services Officer for the Regulatory Services Department, interviewing and responding to general public enquiries, applications and complaints made in person or by written or telephone

communications with regard to plumbing issues. Investigating and answering as many enquiries, applications and complaints as possible.

- The Plumbing Surveyor/Inspector may be required by the Director to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation but which may not be specifically designated within the scope of this position description.

Organisational Relationship:

Reports to:	Director, Governance & Regulatory Services
Supervises:	Nil.
Internal liaisons:	All Brighton Council Staff
External liaisons:	General public; government departments & agencies; statutory Authorities of other councils; professional organisations; community organisations; local business; plumbing & building contractors; designers, engineers & architects

Accountability:

This position is accountable to the Director, Governance & Regulatory Services.

Judgement and Decision Making:

Provide accurate advice and make informed decisions, based on up-to-date knowledge, policies and legislation on plumbing control without reference to the Director.

Extent of Authority:

Financial:	Nil.
Staff:	Nil.
External correspondence:	Sign correspondence in routine environmental health and plumbing control (including plumbing notices and permits). Ensure compliance with legislation and Council Policy.
Council Reports:	Nil.

Specialist skills & knowledge:

- To have a sound knowledge of the *Building Act 2016*, the *Building Regulations 2016*, AS3500 and all parts of the National Construction Code (NCC).
- Can carry out the functions of a Plumbing Surveyor/Inspector and Permit Authority.
- General understanding of legal procedures.
- Problem solving skills.
- Ability to work unsupervised.
- To have a proven knowledge and ability of the administrative systems relating to the Building and Plumbing Approvals system.
- Computer literate.

- Understanding of computer aided design.

Management skills:

- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- An awareness of the need to complete projects on time and to a high standard.
- Public relations and conflict avoidance and resolution skills.
- Negotiation skills.
- Ability to manage time, set priorities, plan and organise one's work, to meet set objectives both internal and external of the organisation.
- Good understanding of management practices and personnel practices relation to workplace health and safety and processes in local government.
- Ability to gain co-operation from all levels of staff.

Interpersonal skills:

- High level of written and verbal communication skills.
- Ability to liaise with the public, government departments and agencies, officers from other Councils, members of community organisations, members of professional organisations and plumbing and building contractors.
- Team oriented and customer service approach.

Qualifications & Experience:

- To have completed an apprenticeship as a Sanitary Plumber and currently hold registration as an Advanced Registered Sanitary Plumber.
- To have had a minimum of 5 years trade experience.
- Registered backflow prevention plumber.
- Current drivers licence.
- Computer literate.
- May be working towards Certificate IV Government Investigations (Regulatory Compliance).
- May have basic drafting experience.
- Ability to act as a Permit Authority.

Risk Management:

An employee, who while at work, shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedure; and
- Adhere to and assist in the continuous improvement of Council's risk management system.

Job Environment:

Present Occupant: Vacant

Hours of Employment: Monday to Friday 7.30am to 4.00pm i.e. 19-day month

Flexible Working Hours:	May be agreed with General Manager
Leave Entitlements:	In accordance with Brighton Council's Enterprise Agreement
Working Environment:	Must comply with Council Policies & Procedures

Approvals:

Job Analyst:	Janine Banks
Date Analysed:	February 2024
Approved by:	General Manager
Date Approved:	February 2024