



**Brighton
Council**

**PLUMBING
INSPECTOR/SURVEYOR**

PROFILE

Selection Criteria

PLUMBING INSPECTOR/SURVEYOR

MANDATORY:

- To have completed a Certificate III in Plumbing, Certificate III in Roof Plumbing or Certificate III in Mechanical Services.
- To have a minimum of 5 years total trade experience.
- To have sound knowledge of the Building Act & Regulations 2016, Plumbing Regulations 2015 and Plumbing Code of Australia.
- To have proven knowledge and ability of the administrative systems relating to the Building and Plumbing Approvals system.
- To be able to carry out the functions of a Plumbing Inspector/Surveyor.
- To have good computer skills.
- Current Driver's Licence.
- Able to manage customer complaints and enquiries.

DESIRABLE:

- To have held a previous position as a Plumbing Surveyor/Inspector with another Council gaining experience in approvals, inspection, administrative and enforcement procedures.
- May have a Certificate IV in Government Investigations (Regulatory Compliance).
- To have experience in all aspects of the plumbing trade including multi-storey, commercial and domestic installations.
- To have a current knowledge of plumbing and drainage practices in Tasmania about materials, methods and systems.
- Understanding of computer software packages.
- Qualifications regarding information technology ie GIS or similar with proven experience.
- Backflow Prevention Certificate.

GENERAL CONDITIONS OF EMPLOYMENT:

1. The general conditions of employment will be in accordance with the Council's Enterprise Agreement.
2. In accordance with the Agreement, you will be entitled to:-
 - Twenty (20) days recreation leave after twelve (12) months service
 - Ten (10) days sick leave per year.
 - Gazetted public holidays.
3. A total package in excess of \$79,000 will be offered which includes superannuation of 13%; annual leave loading; sick leave bonus and contribution to gym/health membership. There is an option to salary sacrifice.
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Hours of duty - Monday to Friday 8.15am to 4.45pm (19 day month as per condition of employment)
6. The appointment is subject to successful completion of a six (6) month probation period.
7. The appointment is also subject to a satisfactory medical examination and the signing of Council's Confidentiality Agreement.
8. Applications for the position close at 12.00 noon on Friday 7th June 2019, and should be addressed or emailed to admin@brighton.tas.gov.au:-

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7017

Only applicants who address the Selection Criteria will be considered for the position. Please include your resume.



Brighton Council

Position Description

Job Description:

Position Title	Plumbing Inspector/Surveyor - Permit Authority
Position No.	442
Department	Environment & Development Services
Programs	Plumbing

Position Classification:

Award Type	In accordance with the 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*.
- To ensure that a high standard of customer service is maintained.

- To have excellent written and oral 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 enquires, applications and complaints made in person or by written or telephone communications with regard to plumbing issues. Investigation and answering as many enquires, applications and complaints as possible.
- The Plumbing Surveyor/Inspector may be required by the Governance Manager 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:

Report to	Governance Manager
Supervises	Nil
Internal liaisons	Staff
External liaisons	General Public Government Departments and Agencies Statutory authorities of other Councils Professional organisations Community organisations Local business Plumbing & Building Contractors

Accountability and Extent of Authority:

Accountability

This position is accountable to the Governance Manager.

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 Governance Manager.

Extent of Authority

Money	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 Preparation of reports for approval by the Governance Manager.

Specialist Skills and Knowledge:

- To have a sound knowledge of the *Building Act 2016*, the Building Regulations 2016, AS3500 and the Plumbing Code of Australia.
- Can carry out the functions of a Plumbing Surveyor/ Inspector.
- 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 related to occupational health and safety and processes in local government.
- Ability to gain co-operation from all levels of staff.

Interpersonal Skills:

- High level of written communication skills.
- High level of oral skills.

- Ability to liaise with the general public, Government Departments and agencies, officers from other Council's member of community organisations, members of professional organisations and plumbing and building contractor's.
- Team oriented and customer service approach.

Qualifications and 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) or equivalent.
- May have basic drafting experience.

Job Environment:

Present Occupant	Vacant
Hours of Employment	Monday to Friday 8.15am to 4.45pm 19 day month as per condition of employment.
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

Job Description Approval:

Job Analyst	Janine Banks
Date Analysed	May 2019
Approved by	General Manager
Date Approved	May 2019