

Plumbing & Drainage Inspector

POSITION DESCRIPTION



Position Number:	3992
Department:	Communities and Lifestyle
Section:	Planning and Regulatory Services
Unit:	Building, Plumbing and Compliance Services
Position Status:	Fixed Term Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Senior Plumbing & Drainage Inspector
Revised:	November 2025

General Position Statement

This position supports Council's direction by ensuring compliance with relevant legislation and contributing to the effective management of water supply, sewerage and drainage assets through the delivery of professional plumbing and drainage regulatory services. The role undertakes the assessment, inspection and enforcement of plumbing and drainage works, provides technical advice to stakeholders, and supports the achievement of public health, environmental and customer service outcomes.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Undertake the assessment of Plumbing and Drainage applications to determine compliance with all relevant Codes, Standards, Acts, Regulations and Council Policies.
- Undertake the process for issuing permits and maintaining required registers in accordance with the Plumbing and Drainage Regulation.
- Undertake required inspections and tests in accordance with the Plumbing and Drainage Regulation for: plumbing and drainage, on-site facilities, backflow prevention, sewerage trade wastes and fire protection plumbing.
- Undertake investigation of plumbing and drainage related complaints to determine issues of non-compliance and initiate appropriate enforcement action.
- Draw "as constructed" sanitary drainage plans in CAD and record in Councils GIS system. Hand draw and mark up plans using relevant software where required.
- Provide expert advice to other Council officers and to customers.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Plumbing & Drainage Inspector

POSITION DESCRIPTION



Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Proven experience working within the plumbing industry, with a knowledge of and experience with relevant legislation, regulations, standards and codes and ensuring plumbing and drainage construction is compliant.
- Proven communication skills with the ability to liaise and respond appropriately to customer complaints and ensure a high level of customer service is provided.
- Proven problem solving skills with ability to use judgement and initiative to resolve complex plumbing and drainage issues and ensure compliance with legislation.
- Demonstrated time management, planning and organisational skills with ability to use initiative to ensure all tasks are completed within the required timeframes.
- Ability to operate Council's large corporate databases (eg. Pathway), Microsoft Office and CAD systems.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Decision Making – Ability to use good judgement to make the best decision based on the information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

Qualifications

- Trade Qualification with a Queensland Plumber and Drainer's Licence and substantial work experience relevant to the position.
- Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Possess and maintain On-site Sewerage Facility, Solar and Heat Pump and Thermostatic Mixing Valve endorsement.
- Confined Space Certificate.
- Backflow Prevention endorsement

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Plumbing & Drainage Inspector

POSITION DESCRIPTION



Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Council’s Occupational Risks and Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate 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 Intranet.

Acknowledgement

This job 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.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	