

Apprentice Plumber

POSITION DESCRIPTION



Position Number:	XXXX
Department:	Regional Services
Section:	Fitzroy River Water
Unit:	Network Maintenance
Position Status:	Fixed Term – Full Time
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Supervisor
Revised:	August 2021

General Position Statement

This position supports Council's direction by providing an opportunity for the apprentice to develop skills, knowledge and attributes necessary for the completion of a Plumber Apprenticeship.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

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

- Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions and meeting the requirements of the Training Plan.
- Completion of tasks associated with planned and reactive maintenance of water and sewerage network assets.
- Assist with testing of hydrants, valves flow meters to ensure satisfactory operations.
- Carry out tasks that may include manual labouring, excavation and the use of small plant and equipment.
- Carry out tasks associated with the capital works program delivery.
- Contribute to a customer service focussed culture that is committed to Council's values.
- Strong commitment to Workplace Health and Safety practices.
- 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.

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Position Requirements

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

Skills/Competencies

- Ability to work within a team environment.
- Ability to complete relevant national competency standards and training plans.
- Sound numeracy, written and verbal communication skills.
- A sound level of interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
- Ability to accurately complete/follow instructions and prioritise tasks.
- Developing knowledge of work practices and policies relevant to the Section/Unit.
- Underpinning skills as specified in the relevant competency standards.
- To attain knowledge in accordance with the apprenticeship and training plan.
- Ability to attain knowledge in accordance with the apprenticeship of:
- Maintenance and repair procedures for various water and sewerage network assets.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

Desirable Qualifications and Experience

- Experience or genuine interest in Plumbing.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.

Additional Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.

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- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

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:	