

|                          |                       |
|--------------------------|-----------------------|
| <b>Position Title</b>    | Plumber               |
| <b>Department</b>        | City Assets           |
| <b>Unit</b>              | Open Space Operations |
| <b>Team</b>              | Buildings Maintenance |
| <b>Supervises</b>        | Nil                   |
| <b>Reports To</b>        | Team Leader Trades    |
| <b>Grade Range</b>       | D                     |
| <b>Date Prepared</b>     | 1/06/2021             |
| <b>Date Last Updated</b> | 26/05/2022            |

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To ensure Council's plumbing assets and infrastructure are maintained in a timely manner to prescribed quality and environmental standards and customer service needs.

## Accountabilities

- Provide programmed and reactive maintenance service for Council's built assets including but not limited to the following:
  - Water Services
  - Solar hot water
  - Water reticulation including tanks, pumps, solenoids and sprinklers
  - Fire services and hose reels
  - Sewer works, drainage and sewer pumps
  - Natural gas and LPG gas services
  - Stormwater lines and pits
  - Roof works and downpipes
  - Maintenance of pool boilers and plant
  - Compliance issues with Sydney Water
  - Compliance issues with NSW health ie backflow devices and thermostatic mixing valves and submission of necessary paperwork
  - Irrigation works
- Provide technical and practical input into tender preparations as required
- Be Responsible for Council vehicle, tools and equipment and ensure their safe keeping.
- Operate safely and correctly job-related plant, equipment and tools
- Undertake other duties as required
- Other compliance submissions as required

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Capability Profile – Trades/ Operational  |                                  |              |
|---|----------------------------------|--------------|
| Capability Group  | Capability Name                  | Level        |
| <br><b>Personal Character</b>  | Lead Self                        | Intermediate |
|   | Display Resilience               | Foundational |
|   | <b>Act with Integrity</b>        | Intermediate |
|   | <b>Safety and Accountability</b> | Intermediate |
| <br><b>Relationships</b>      | Communicate and Engage           | Foundational |
|   | Customer and Community Focus     | Intermediate |
|   | <b>Work Collaboratively</b>      | Intermediate |
|   | Influence and Negotiate          | Foundational |
| <br><b>Results</b>           | Plan and Prioritise              | Foundational |
|   | Think and Solve Problems         | Foundational |
|   | Innovate and Improve             | Foundational |
|   | <b>Deliver Results</b>           | Foundational |
| <br><b>Resources</b>         | Finance                          | Foundational |
|   | Assets and Tools                 | Intermediate |
|   | Technology and Information       | Foundational |
|   | Procurement and Contracts        | Foundational |
| <br><b>People Leadership</b> | Manage and Develop People        | N/A          |
|   | Inspire Direction and Purpose    | N/A          |
|   | Optimise Workforce Contribution  | N/A          |
|   | Lead and Manage Change           | N/A          |

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

| Group & Capability        | Level        | Behavioural Indicators   |
|---------------------------|--------------|--|
| <b>Personal Character</b> |              |  |
| Act with Integrity        | Intermediate | <ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and behaviour</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>• Recognises and reports inappropriate behaviour, misconduct and perceived conflicts</li> </ul>   |
| <b>Personal Character</b> |              |  |
| Safety and Accountability | Intermediate | <ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>  |
| <b>Relationships</b>      |              |  |
| Work Collaboratively      | Intermediate | <ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and</li> </ul> |

| Results         |              |  |
|-----------------|--------------|--|
| Deliver Results | Foundational | <ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/ resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul> |

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Relevant trade qualifications
- Current Class C Drivers licence
- White Card (General Construction Induction Card)
- Relevant licence – (Qualified Supervisor Certificate)

#### Essential Experience

- Experience in plumbing asset & infrastructure maintenance and construction or a similar field.

#### Desirable Qualifications and or Experience

- First Aid Certificate
- Certificate IV in workplace training and assessment.
- Elevated Work Platform Certification
- Welding qualifications

| <b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>  | <b>YES</b>                          | <b>NO</b>                           |
|--|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Will incumbent need to make disclosure of pecuniary interest?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |