

# Position Description



## Job Details

Job Title:	Apprentice Plumber
Reports to:	Project Manager
Directorate:	City Assets
Date:	November 2024

## Position Purpose/Job Summary

The Infrastructure Services Division is responsible for ensuring that the City's Infrastructure assets are constructed and maintained to a standard that closely aligns with the expectations of the community and the outcomes set out in Council's Management and Operational Plan. The Infrastructure Services Division comprises of Civil Operations, Open Space, Building Trades, Mechanical Workshop, Fleet and Stores and Parks and Gardens

The Apprentice Plumber will be trained through the various stages of a 4-year apprenticeship and assist in the installation, maintenance, and repair of plumbing systems. This role involves learning the trade through hands-on experience and formal training, developing skills in various plumbing techniques and practices.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Enrolled in or willingness to enrol in a relevant apprenticeship program.
- Basic understanding of plumbing principles and techniques.
- Strong attention to detail and craftsmanship.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Physical fitness and ability to perform manual labour, including lifting and working in confined spaces.

## Key Accountabilities – Position Specific

1. Follow the instructions of the tradesmen when carrying out work
2. Attend TAFE as required and pass the examinations to become a qualified tradesman
3. Assist in plumbing activities to construct or rectify plumbing, drainage and gasfitting related specifications for Council infrastructure
4. Assist in the implementation of planned maintenance plumbing work and respond to emergency plumbing repairs to ensure that all plumbing related jobs are completed to required standards and specifications and Sydney Water and AGL regulations
5. Complete accountable documents (e.g. stores issues, equipment purchases, invoices, work orders, day sheets, daily diary) to ensure that accurate records are kept and delivered to appropriate staff within agreed time constraints
6. Establish the work site with consideration for site safety and traffic circumstances to ensure the site provides a safe working environment (e.g. Main Earth Neutral System) for employees and passing pedestrian and road traffic
7. Implement work method statements and risk assessments to ensure that work is carried out in

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the safest manner possible
8. Perform plumbing, drainage and gas fitting work to the highest standard to ensure compliance with Sydney Water requirements and relevant Australian standards
9. Required to participate in emergency situations such as floods or natural disasters
10. Other duties as directed consistent with the operations of Council

<b>Key Accountabilities – Core</b>
1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council’s Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council’s Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council’s Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

<b>Reporting Relationships</b>
Direct: Nil No. of Indirect: 1 Apprentice

<b>Key Relationships</b>	
<b>1 Internal</b>	
Communicating with	Nature of Communication
Construction and Maintenance Project Manager – Building Trades, team members and other trades staff	Daily to receive work instruction and communicate about operational needs, progress, programming, updates, costs, safety issues and problem solving. Receive details on work to be completed. Daily to discuss work allocations and for problem solving. Daily to coordinate and plan work
Stores	As required for obtaining materials
Infrastructure and Construction Administration staff	As required to obtain information or seek advice

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<b>2 External</b>	
Communicating with	Nature of Communication
Suppliers	As required for ordering, invoicing, requests for information, technical and new product advice
Contractors	As required to engage services, provide advice and consulting on operational issues
Public Utilities and Authorities i.e. Emergency Services	On a as needs basis in relation to job requirements or as required to report issues
Residents and members of the community	As required to answer and provide information relating to work being undertaken

<b>Position Dimensions</b>	
Budget :	Nil
Operating:	Nil
Staffing:	Nil

<b>Decision making Authority &amp; Accountability</b>
<ol style="list-style-type: none"> <li>1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1</li> <li>2. The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.</li> <li>3. The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.</li> </ol>

<b>Problem Solving</b>
<p>Challenges currently facing the position include:</p> <ul style="list-style-type: none"> <li>• Meeting quoted works given that requirements to the job may change mid-course due to unforeseen circumstances or changing client specification</li> <li>• Carrying out plumbing work in public areas given the need to maintain constant awareness of pedestrian and traffic safety and requirements</li> <li>• Carrying out work in a logical sequence to ensure completion and quality finish given the dependency on other trades and non-trades staff completing component work first which may delay sequencing</li> <li>• Perform plumbing, drainage and gas fitting work given the unseen dangers of gas and power that must always be considered</li> </ul>

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## Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>