



INFORMATION FOR APPLICANTS

Plumbing Surveyor – Permit Authority

Title	Plumbing Surveyor – Permit Authority
Employment Status	Full Time (1.0 FTE)
Department	Engineering and Regulatory Services
Application Close	9am Wednesday 6 th July 2022

WORK HEALTH & SAFETY

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

EMPLOYMENT & GENDER EQUITY

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

Equity and Discrimination

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- Principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

Family-friendly Policies

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

Opportunities for Women

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT AGREEMENT

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2019 apply to the position.

PRE- EMPLOYMENT MEDICAL ASSESSMENT & NATIONAL POLICE CERTIFICATE:

Employment with Council is subject to undertaking a pre-employment medical examination and a National Police Certificate.

An application form for 'Consent to Check and Release a National Police Certificate' can be obtained from the Tasmania Police website: www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/ .

SALARY:

The salary range for this position is \$84,153.59 – \$90,688.92 plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

LEAVE ENTITLEMENTS:

Annual Leave:

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

Long Service Leave:

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

Personal / Carer's Leave:

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

Annual Leave Loading:

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

HOURS OF WORK:

The spread of ordinary hours under the Enterprise Agreement is from 7:00am to 7:00pm Monday to Friday for indoor employees and 6:00am – 6:00pm for outdoor employees, Monday to Friday inclusive.

SUPERANNUATION:

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 10.5% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Spirit Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

REMOVAL AND RELOCATION EXPENSES:

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

TRAINING AND DEVELOPMENT:

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

EMPLOYEE ASSISTANCE PROGRAM

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

ADVICE TO APPLICANTS

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

THE SELECTION PROCESS

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

YOUR APPLICATION

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- Your knowledge and skills against each of the selection criteria citing relevant examples.
- Your experience and qualifications and/or ability to develop the skills required.

THE FORMAT FOR YOUR APPLICATION:

Cover letter

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

Current resume/curriculum vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

SELECTION CRITERIA

Essential:

- A certificate IV in Plumbing and have (or eligible to obtain) an occupational license as a Permit Authority issued by the Tasmanian Administrator of the *Occupational Licensing Act 2005*;
- Detailed knowledge of plumbing, hydraulic design, the *Building Act 2016*, National Construction Code (Plumbing Code of Australia) and Relevant Australian Standards;
- Undertake Plumbing inspections and maintain inspection records on Council's IT system.
- Knowledge of or an ability to rapidly acquire the knowledge of IT programs will be required. High level of proficiency in the use Microsoft suite of programs;
- Experience collecting evidence for legal proceedings and preparing notices and orders;
- High level written and verbal communication skills;
- Proven ability to work within a team environment;
- Ability to work independently with limited supervision;
- Demonstrated ability to use discretion, judgement, solve problems, prioritize work and make risk based decisions;
- Current driver's license.

Desirable:

- Certificate IV in Government Investigations; and
- Local government experience;
- Workplace Health and Safety Construction Industry White Card

Direct enquiries to: Greg Robertson Manager Regulatory Services (03) 6269 0041.

This is fixed term, full time position. Salary will be in the range of \$84,153.59 – \$90,688.92 and 14.5% super on completion of 6 months' probation.

Please forward applications to recruitment@sorell.tas.gov.au

Applications close: 9am Wednesday 6th July 2022

Sorell Council



Position description

Position Title	Plumbing Surveyor – Permit Authority
Work Section	Regulatory Services
Department	Engineering & Regulatory Services
Reports to	Manager Regulatory Services
Classification	7
Employee Status	Full-Time
Location	Council Administration Centre

Primary position purpose

The Plumbing Surveyor is responsible for ensuring that all plumbing associated with building and development work within the municipality complies with relevant plumbing legislation, by-laws and Council requirements.

A primary focus of the role is:

- Issue plumbing permits and notices as required under the relevant plumbing legislation.
- Undertake all necessary plumbing inspections.
- Review -as-constructed drainage drawings prepared by the plumber that completed the work.
- Ensure that all relevant records are maintained.
- Liaise with members of the public, plumbing and building contractors, owner builders and other Council Officers.
- Provide information concerning all matters relating to plumbing control.

Skill Based Classification Descriptors

The position is classified as a Level 7, the following skill descriptors apply to this level.

Authority & Accountability	Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.
Judgment & Problem Solving	Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.
Specialist Skills & Knowledge	Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.
Management Skills	Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.
Interpersonal Skills	Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.
Qualifications & Experience	Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

Key Responsibilities

- Undertake the statutory functions of a plumbing permit authority under the *Building Act 2016*, in particular:
 - Investigate illegal plumbing works;
 - Assessment of plumbing applications and preparation of plumbing permits and certificates of likely compliance;
 - Undertake plumbing inspections and maintenance of inspection records on Council's computer system;
 - Issuing directions / notices / orders as required.
- Responding to plumbing enquiries.
- Reporting on plumbing matters including approval statistics and plumbing inspections.
- Prepare reports to the Manager Regulatory Services on any plumbing matters as required.
- Investigate and advise on soakage and drainage problems associated with building and plumbing work throughout the Municipal Area.
- To liaise with members of the public, building / plumbing contractors and other Council officers and provide advice and information concerning all matters relating to plumbing control.
- Other duties, generally of a technical nature, as directed by the Manager Regulatory Services.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Standard Licenses, Certificates and Professional Associations

- Occupational Licence Plumber
- Occupational Licence – Permit Authority
- White card
- Member of Plumbing association

Position dimensions

Key relationships and influences	
Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Building permit authority	Work with the building permit officer to ensure that plumbing applications are assessed
Senior Compliance Officer	Investigation of complaints and notifications of illegal building and plumbing work
Environmental Health Officer	Collaboratively undertaking technical assessments of plumbing applications and inspection involving on-site wastewater management systems
Planning Officers	Participate in Development Assessment Group
Stormwater crew	Provide technical advice on stormwater issues
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Plumbers, builders, designers and developers	Providing advice and undertaking technical assessment of plumbing designs and inspection of plumbing work.
Plumbing industry groups, other Council Plumbing Surveyors and government agencies	Providing input and comment on plumbing legislation and standards. Liaising with other plumbing professionals.

Resources and Budgets			
Direct Reports	Nil	Financial Delegation & Reporting	As per delegation register
Indirect Reports	Nil	Statutory Appointments	Permit Authority – <i>Building Act 2016</i> <i>Local Government Act 1993</i> – enter private land
Total		Delegations	<i>Building Act 2016</i> delegations as per register

Position capabilities

Capabilities for the role

Mandatory capabilities are essential at commencement in a position.

MANDATORY		
KEY RESPONSIBILITIES	CAPABILITIES	PERFORMANCE MEASURE
Permit Authority functions	Knowledge of the <i>Building Act 2016</i> and associated Regulations and determination by the Director of Building Control	Functions undertaken in Accordance with the <i>Building Act 2016</i> and specified timeframes
Public enquiries and providing plumbing technical advice	Technical knowledge of the National Construction Code (Plumbing code of Australia) Respond to enquires in accordance with customer service charter	Attend professional development training to maintain skills and knowledge and complete sufficient CPD as determined by the Administrator of the <i>Occupational Licencing Act 2005</i> Enquires completed within timeframes specified in the customer service charter
Prepare reports and keep records	Understanding of electronic document management systems and databases	Keep records in accordance with Council Policy and legislative requirements

Inspection of plumbing work and assessment of plumbing designs	Technical knowledge of the National Construction Code (Plumbing Code of Australia)	Work is inspected and documentation issued within specified timeframes
Have and maintain an occupational licence as a Plumbing Surveyor and Permit Authority	Operate in a professional manner and undertake CPD activities to maintain the licence	Licence is renewed annually
Preparation of documents for legal enforcement	Using appropriate investigation processes to gather evidence. Ability to interpret legislation and prepare legal documents.	Undertake investigations consistent with statutory requirements and Council Policies.

Organisational accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key selection criteria

Essential:

- A certificate IV in Plumbing and have (or eligible to obtain) an occupational license as a Permit Authority issued by the Tasmanian Administrator of the *Occupational Licensing Act 2005*;
- Detailed knowledge of plumbing, hydraulic design, the *Building Act 2016*, National Construction Code (Plumbing Code of Australia) and Relevant Australian Standards;
- Undertake Plumbing inspections and maintain inspection records on Council's IT system.
- Knowledge of or an ability to rapidly acquire the knowledge of IT programs will be required. High level of proficiency in the use Microsoft suite of programs;
- Experience collecting evidence for legal proceedings and preparing notices and orders;
- High level written and verbal communication skills;
- Proven ability to work within a team environment;
- Ability to work independently with limited supervision;
- Demonstrated ability to use discretion, judgement, solve problems, prioritize work and make risk based decisions;
- Current driver's license.

Desirable:

- Certificate IV in Government Investigations; and
- Local government experience;
- Workplace Health and Safety Construction Industry White Card

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Greg Robertson

Manager signature

Date

Employee name

Employee signature

Date

GM Name

Robert Higgins

GM Signature

Date