

# Sorell Council

## Position Description



Position Title	Plumbing Surveyor (Inspector)
Department	Health & Compliance
Classification	Level 7 (Inspector Level 6)
Employee Status	Full-Time
Location	CAC

### 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.

<b>Authority &amp; Accountability</b>	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.
<b>Judgment &amp; Problem Solving</b>	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.
<b>Specialist Skills &amp; Knowledge</b>	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.
<b>Management Skills</b>	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.
<b>Interpersonal Skills</b>	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.
<b>Qualifications &amp; Experience</b>	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 Health & Compliance 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 Health & Compliance.

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 Surveyors Association

<b>Position Dimensions</b>
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Key relationships and influences	
Who	Why
<b>Internal</b>	
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
<b>External</b>	
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 licence 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.
- Experience collecting evidence for legal proceedings and preparing notices and orders;
- Ability to work independently with limited supervision, utilising discretion and judgement to solve problems, prioritise work and make risk based decisions;
- Current driver's licence.

### 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	