

POSITION DESCRIPTION

Position Title:	Trades Assistant – Plumbing
Position Number/s:	INF-138
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream C) Award – State 2017
Classification:	BW1 – BW2
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under general supervision, this position provides assistance with maintenance and construction duties and plant operation associated with Council's water and wastewater reticulation systems. This position also undertakes trades assistant duties as required in order to ensure the continuous and effective supply of water and a safe, effective sewer system for the community.

ORGANISATIONAL RELATIONSHIPS

Reports to: Plumbing Team Leader
Directly Supervises: Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Duties associated with Water and Wastewater maintenance including but not limited to:
 - a. General labouring
 - b. Maintenance and/or construction works
 - c. Competent, safe operation and maintenance of a range of tools, materials, plant and equipment
2. Undertake allocated tasks effectively and efficiently within established time objectives as required/directed.
3. Establish and maintain constructive working relationships within the Reticulation section and Council as a whole.
4. Effectively engage with community members and actively promote and adhere to compliance, safety requirements and Council Values.
5. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
6. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- General knowledge in plumbing and pipe laying construction and maintenance activities and the operation and maintenance of water supply and sewerage systems.
- Ability to meet the physical requirements of the position.
- Demonstrated ability to safely and competently operate a variety of handheld tools and equipment, including basic welding and mechanical skills.
- Ability to work effectively under general supervision either individually or as part of a team.
- Good organisational skills, effective time management and the ability to determine work priorities within a team environment.
- Sound verbal and written communication skills.

| Education/Qualifications |

Essential:

- General Safety Induction Certificate (Construction Industry) "Blue/White Card".

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'MR' Class Driver Licence.

Desirable:

- Possession and maintenance of a current Backhoe Competency

POSITION DESCRIPTION

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires working in an outdoor environment, during which time there may be exposure to inclement weather.
- The ability to carry out the physical requirements of the position – standing for long periods, manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed and participate in on call roster arrangements.
- This position may be required to work outside of Charters Towers in a camp environment.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____