

# POSITION DESCRIPTION

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| <b>Position Title:</b>    | Plumbing Team Leader   |
| <b>Position Number/s:</b> | INF-B128   |
| <b>Employment Type:</b>   | Full Time; Limited Tenure (Up to 12 Months)                                |
| <b>Agreement:</b>         | Charters Towers Regional Council Union Collective Certified Agreement 2023 |
| <b>Award:</b>             | Queensland Local Government Industry (Stream A) Award – State 2017         |
| <b>Classification:</b>    | Level 4  |
| <b>Directorate:</b>       | Infrastructure Services  |

## POSITION OBJECTIVE

The Plumbing Team Leader is responsible for the day-to-day supervision and co-ordination of Reticulation staff, resources and activities.

The objectives of this position are:

- Ensuring that all Reticulation works are executed in a safe efficient manner and delivered in accordance with Councils standards.
- Supervise the maintenance, operation and construction of Council's water and sewerage reticulation networks to ensure a continuous, safe and effective supply of water and a safe and effective sewer system for the community.

The achievement of these objectives will be measured through the efficient and economical utilisation of plant, labour and materials, with strong emphasis on compliance with Councils Safety Management System.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Reticulation Coordinator

Directly Supervises: Plumbers, Plumbing Team Members, Trades Assistant – Plumbing, Apprentice Plumber

## DELEGATIONS

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

## KEY RESPONSIBILITIES

1. Provide high quality direction and supervision to their work teams on site relating to routine and emergent maintenance and/or construction work on water and wastewater reticulation networks to ensure a continuous, safe and effective supply of water and a safe effective sewer system.
2. Contribute to the compliance by ensuring their work teams are undertaking:
  - a. Required standard of work, to the expected levels of service within a given period of time.
  - b. Compliance with Council's Safety Management System, relevant Council Policies, Codes, Regulations and Tender requirements as applicable.
  - c. Performance of work within budget constraints.
3. Ensuring that all staff are suitably trained and equipped to undertake their respective tasks in a safe and productive environment.
4. Provide positive input, leadership and support to achieve the efficient and effective operational outcomes of the section.
5. Liaise with the Coordinator on any maintenance or construction issues and regularly report on issues relating to work performance, compliance, safety or human resources.

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6. Effectively supervise and lead direct reports in a manner consistent with contemporary human resource management practices and principals.
7. Effectively engage with key stakeholders and actively promote and adhere to Council Values.
8. Carry out manual labour duties and operate plant as required, to achieve successful outcomes for Council.
9. This position is identified as being required to participate in an on-call roster as rostered and appropriately respond to calls received.
10. Comply with Councils Workplace Health and Safety 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.
11. 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:

- Extensive plumbing and pipe laying skills.
- Detailed understanding of the performance, switching and operations of water and wastewater reticulation networks, including flow and pressure interactions.
- Knowledge and understanding of quality assurance, environmental and risk management systems.
- Proven people management skills and experience.
- Substantial written and verbal communication skills including the ability to liaise with a wide range of people at all levels.
- Good time management, planning and organisational skills.
- The ability to successfully impart knowledge and instructions to subordinate staff.
- Sound computer skills including experience in the use of the Microsoft Office suite of applications, specifically Outlook, Excel and Word.
- Proven ability to understand and implement procedures and directions.
- Thorough knowledge and commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
- Extensive experience in trench operation and safety.

##### Desirable:

- Sound local knowledge of the Councils water and wastewater reticulation networks.

#### | Education/Qualifications |

##### Essential:

- General Safety Induction Certificate (Construction Industry) "Blue/White Card".
- Trade Certificate Plumber (or similar).

#### | Licences |

##### Essential:

- Possession and maintenance of a current Queensland 'C' Class Driver Licence.
- Possession and maintenance of a current Queensland Plumber's Licence

##### Desirable:

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

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## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out manual handling, bending, kneeling, twisting, squatting, lifting and carrying, standing for long periods, physical labour.
- This position requires the incumbent to undertake periodic field work exposed to inclement weather.
- This position is required to travel in order to undertake inspections etc.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work outside of Charters Towers in a camp environment.
- This position will require the ability to participate in an on-call roster.
- This position may be required to perform higher duties, i.e. Reticulation Coordinator, when required for relief purposes.
- 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 Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.



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## 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:** \_\_\_\_\_

**Executive  
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:** \_\_\_\_\_