

POSITION TITLE	Apprentice Plumber
DEPARTMENT	Infrastructure Services
GROUP	Water & Waste
LOCATION	Mareeba
CLASSIFICATION / LEVEL	Apprentice Wages
REPORTS TO	Supervisor Water Reticulation

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste

Position Summary

This position is responsible for delivering support in the construction, maintenance and customer service for water and wastewater infrastructure managed by Council, while undertaking a Certificate III in Plumbing (General).

The position calls for physically demanding work to be undertaken in a hot and humid climate on a day to day basis. It is the responsibility of the incumbent to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks. In the latter stages of the apprenticeship, the position may be required to assist with afterhours work and be part of an on-call support roster for the water and waste section.

Key Responsibilities

- Follow instructions and complete duties as directed by the plumbers and supervisor
- Assist in the maintenance and repairs of Council water and wastewater infrastructure
- Report any faults to the plumber or Supervisor Water Reticulation
- Assist in the preparation of materials and quantities lists for water and wastewater main and infrastructure construction or major maintenance jobs
- In association with the plumbers , participate in the design of water and sewerage mains and other infrastructure to the extent of knowledge and experience gained in the relevant field
- Liaise with other Council sections and other service providers with regards to service locations
- Attend to enquires and complaints from the general public with regard for timeliness and courtesy
- Attend training and meetings as directed by the Supervisor Water Reticulation
- Complete formal TAFE training and ensure logbook is maintained accurately and concisely
- Ensure complete records are maintained on a regular basis
- Assist in the identification and elimination of waste within the water and wastewater section
- Other reasonable duties as directed from time to time

Skills and Knowledge

- High level of numeracy and literacy skills
- Ability to listen and follow instructions and ask for help when necessary
- Ability to contribute and work within a team environment
- Willingness and ability to develop skills and knowledge in this trade
- Commitment to undertake and complete formal training at TAFE
- Knowledge of plumbing related duties
- Proficiency with MS Office and other position related software

Qualifications and Experience

Essential (Mandatory for the position)

- Completion of year 10 or higher

Desirable

- Current Queensland C Class driver's licence/Current Learners permit
- Queensland Construction White Card, or national equivalent
- Basic school based training in the plumbing trade
- Previous work experience in plumbing or mechanical related fields

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation. All employees must comply with any Environmental Authority issued to the Council to carry out activities.

Worker responsibilities for environmental protection include:

- An employee must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the *general environmental duty*)
- An employee must, no later than 24 hours after becoming aware of an event that causes or threatens to cause environmental harm, notify the employer of the event, its nature and the circumstances in which it happened (*Duty to notify*)
- An employee must not cause an offence of environmental nuisance, environmental harm or depositing prescribed contaminants in waters

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	