

**LOGAN CITY COUNCIL**  
***POSITION DESCRIPTION***

**POSITION TITLE:** Plumbing and Drainage Inspector **DATE AUTHORISED:**

**POSITION NO.:** 7707, 7710, 7726, 7728, 7731, 7737, 7738, 7722, 8354,  
8355, 8356

**BRANCH:** Development Assessment

**STREAM:** Strategy and Outcomes

**AWARD STREAM:** Technical Services **DATE REVIEWED:**

**LEVEL:** 4/5 26/03/09

**BROADBAND CRITERIA:** Progression from Level 4 to Level 5 will be subject to the successful completion of the Plumbing and Drainage Inspector's Professional Development Program (see outline at end of this document), 12 months service at level 4.4 and having achieved a satisfactory rating in their last performance appraisal.

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**POSITION OBJECTIVE:**

To control and oversee the installation of sanitary plumbing and drainage and maintain the controls and standards to protect the environment, and the integrity of Council's infrastructure.

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**ORGANISATIONAL ENVIRONMENT:**

Logan City Council is committed to developing Logan as "a City of opportunities for Families, Lifestyle and Business". Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

**OUR VALUES:**

**OUR VALUES**

**Service Excellence**

We will treat our customers and colleagues with respect and fairness.  
We encourage fun, teamwork and loyalty.  
We will pursue continuous improvement in our service delivery.

**Trust and Integrity**

We behave with integrity and professionalism at all times.  
We are trusted to exercise initiative and value new ideas.

**Achievement**

We serve our community and our colleagues to the best of our ability.  
We recognise effort, innovation and achievement.

**Responsibility**

We accept responsibility for our actions and behaviour consistent with these values.

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**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Team Leader  
Internal Liaison: The Mayor and Councillors, CEO, Deputy CEO's, Managers, Line Supervisors and operational staff  
External Liaison: Members of the public, community organisations, business, government and statutory authorities

## **POSITION TITLE: PLUMBING AND DRAINAGE INSPECTOR**

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### **CORPORATE RESPONSIBILITIES:**

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Agreement that other employment or contract will not be undertaken which may represent a conflict of interest with Council activities or have a detrimental affect on the performance of the employee.

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.

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### **POSITION-SPECIFIC KEY RESPONSIBILITIES:**

Undertake approval and compliance inspections as directed by the Coordinator in relation to:-

- (a) Plumbing and drainage installations on residential, commercial and industrial buildings.
- (b) Sewer and water reticulation on subdivision, group title properties, cluster housing developments and relocatable home parks.
- (c) Trade Waste installations.
- (d) Domestic stormwater installations.
- (e) The approval and design of onsite sewage treatment facilities.
- (f) Preparation of drainage plans for class 1 building applications.
- (g) Process and approve building and hydraulic plans and specifications for class 2-9 building applications.

Attend to customer requests in matters relating to plumbing and drainage compliance/ information services.

Be fully conversant in the requirements of the Plumbing & Drainage Act and relevant Council Policy.

To be fully conversant with Council's design and trade waste requirements for Class 2 to 9 applications.

Review production of test reports and ensure compliance with relevant legislation in respect to the following:

- Domestic sewage treatment plants
- Backflow prevention devices

Conduct inspections/investigations in response to customer requests and produce effective outcomes in terms of community education and case completion within the parameters of relevant legislation and codes.

Issue correspondence, directions, compliance notices and penalty infringement notices for alleged breaches of relevant legislation and codes.

Conduct approved inspections programs.

Promote quality customer service in all dealings with all customers of Council.

Undertake other responsibilities as defined in accordance with relevant legislation.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

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### **POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:**

- Administer "authorised person" powers under relevant Local Government Acts.

## **POSITION TITLE: PLUMBING AND DRAINAGE INSPECTOR**

- Participate in the departmental rotation strategy.
  - The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is mandatory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, hepatitis A and B.)
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### **DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

The Plumbing and Drainage Inspector shall be accountable to the Plumbing & Drainage Coordinator in respect of the following matters:  
The effective and efficient performance of this position's responsibilities.

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### **EXTENT OF AUTHORITY:**

Officer receives instructions on job requirements, methods to be adopted on unusual features. Officer's work is subject to progress checking and set guidelines.

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### **SELECTION CRITERIA:**

1. Hold a current Qld Plumbers and Drainers Licence.
2. Possess an Associate Diploma in Applied Science (Construction Hydraulics) or equivalent tertiary qualifications or have three (3) years minimum experience in all facets of the plumbing industry and be fully conversant in the requirements of the relevant legislation and standards, since completion of apprenticeship.
3. Excellent oral communication and interpersonal skills with a proven ability to communicate effectively with people at all levels and from all backgrounds and the ability to act tactfully in sometimes very sensitive situations.
4. Proven ability to conduct inspections and investigations on a community level, and produce effective outcomes within the parameters of relevant Legislation, relevant Local Laws and Council policies.
5. Proven conflict resolution skills to attain desired outcomes and a positive Council image.
6. Demonstrate ability to formulate concise and accurate written reports and correspondence.
7. Proven ability to operate a computer to access and retrieve data in accordance with the Branch's requirements and procedures.
8. Excellent organisational skills, the ability to focus on specific tasks while keeping an overall project in mind and the ability to maintain attention to detail when working on routine cases.

### **REQUIREMENT:**

- Possess a current relevant "C" class driver's licence.
- In accordance with the provisions of relevant legislation, the incumbent is required to undertake and satisfactorily pass a 'powers of entry' test within the probationary period.

### **PROGRESSION TO LEVEL 5**

- (a) Completion of Communication Skills course
  - (b) Demonstration of excellent report writing skills
  - (c) Successful completion of Technical training including:
    - On-Site Sewerage treatment Facility Maintenance Course
    - On-Site Sewerage treatment facility Design Course
    - Backflow Prevention Course
    - Thermostatic Mixing Valve Course
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### **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.