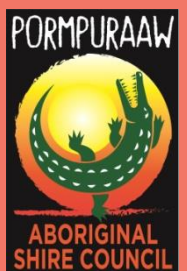


Candidate Information Pack

Pormpuraaw Aboriginal Shire Council

Plumber



About Pormpuraaw

Thank you for considering employment with the Pormpuraww aboriginal Council (PASC)

Pormpuraaw is a remote Aboriginal community in Far North Queensland. It is situated on the Western Cape York Peninsula. The community is located approximately 500km's south of the tip of Australia and near the Edward River. It's managed by a Deed of Grant in Trust under the Local Government (Community Government Area) Act 2004.

Pormpuraww is know for being a peaceful community, the area has gorgeous beaches, magical sunsets and some of the best fishing in Australia.

Available services at Pormpuraaw include, a post-office, primary school, library, supermarket, regional airport, guesthouse accommodation and an aged care facility sports club– just to name a few.

Pormpuraaw is serviced by 2 airlines with daily weekday services available. Local Fares are available to workers and residents after 12 of living in community. With local fares from \$200 return.



About Council

Pormpuraaw Aboriginal Shire Council has an elected Council which is democratically voted by their local people. The Council is made up of the Mayor and four Councillors, who each are assigned the Deputy Mayor role each quarter. Sitting under the Council in the corporate structure is the Chief Executive Officer who oversees four Executive Managers (Corporate, Operations, and Community & Environment).

The Council provides essential services to the people in the community and is the main employer.

Organisational Structure

CEO

Executive
Manager

Executive
Manager

Executive
Manager

Executive
Manager

Rangers

Environmental
Health

Waste Collection

Airport

Building
Operations

Plumbing

Parks & Gardens

R & M Housing

Workshop

Roads

Admin Stores

Guest House

Finance

Human
Resources/Payroll

Library

Agecare

Centrelink

Post Office/
Cashier

Library

Justice Centre

About the Role

Reporting to the Senior Plumber

Reporting to the Senior Plumber, the Plumber/ Gas Fitter position will be responsible for undertaking a diverse range plumbing, drainage and gas installations, daily maintenance activities and provide sound and reliable technical support to Council.

It is emphasised this position is a “hands on position” but will also require reporting, and supervision of apprentices and trades assistants.

Based in the beautiful seaside community of Pormpuraaw, the ideal person for the role will enjoy maintaining accurate records, managing inventory, and assisting with preparation of financial statements and reports.

This hands-on role will work closely with the Senior and staff to ensure appropriate stock levels are maintained and to eliminate delays in undertaking projects and programs due to material shortages.

Skills and Experience

To be successful in this role you must have:

- Possession of a current 'C' Class licence.
- Current General Construction Induction Card
- Working with Children Blue Card (or ability to obtain)
- Trade qualifications in Plumbing and Draining & Gas Fitting
- Licensed Plumber and Drainer, Gas fitter
- Other relevant trade qualifications (backflow prevention, restricted electrical, solar & heat pump) desired
- MR/HR and forklift License is (desirable)
- Excavator cert (desirable)
- Certificate 111 water treatment operations (desirable)
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

We are seeking a passionate employee with integrity, who honours the respect and trust invested in them by PASC. We all work within the framework of the Local Government Act, and therefore as a local government officer are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process.

Please refer to the position description for more detailed explanation of the position's duties.

Why Work for Council?

We value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We offer career progression, flexible working hours, training and skills development.

If you are looking for a work life balance, where you can make a real difference to the community then PASC is the place for you.





Application Process

Your application

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational qualifications and contact details
2. A summary outlining your relevant experience and achievements, relatable to all of the selection criteria outlined in the Position Description document.

The Position Description document outlines the application requirements for the job that you are applying for. This document will be available for download via the councils Career Page — Career Opportunities.

The Selection Process

Search and Advertising

You may be contacted for further discussion on your application during the search and advertising phase that takes place.

Application Review and Short listing

After the search and advertising phase, a shortlist of candidates is produced based on application data and screening content. Screening may involve phone interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to the next stage of the recruitment process.

Interviews

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

Reference Checks

At the appropriate time, information may be sought from your nominated referees. We will inform you if we wish to contact your referees so you have adequate time to advise them.

Background Checks

For some positions it may be necessary to verify information you have provided (eg Educational qualifications), or to undertake certain pre-employment checks (eg criminal conviction check, pre-employment medical assessment). These checks will be conducted on the preferred applicant(s) only.

How to Apply

Applications can be lodged by Emailing HR@pompuraaw.qld.gov.au or via the Seek website:

Progress of your application

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the contact Simone Ferris in Human Resources

Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application being excluded.



SCHEDULE A

POSITION DESCRIPTION

Plumber / Gas Fitter	
Award/Stream:	QLD Local Government Industry Award – State 2017 (Stream C)
Section/Classification Level:	Building Trade Level 3
Reports To:	Executive Manager of Operations
Department:	Operations Plumbing
Position Purpose <i>(brief statement outlining why the role exists):</i>	
<p>Reporting to the Senior Plumber, the Plumber/ Gas Fitter position will be responsible for undertaking a diverse range plumbing, drainage and gas installations, daily maintenance activities and provide sound and reliable technical support to Council.</p> <p>It is emphasised this position is a “hands on position” but will also require reporting, and supervision of apprentices and trades assistants.</p> <p>Council has developed a set of values which guides the work of all employees:</p> <p>A Strong Community</p> <p>Council will strengthen the capacity and resilience of Pormpuraaw Community through partnerships with the Community, business, government, and non-government sector groups in pursuing positive social, economic and environmental outcomes.</p> <p>Excellence</p> <p>Council and staff will strive for innovation, continuous improvement and long-term success in management and leadership practice, strategic planning, and the performance of Council systems.</p> <p>Accountability</p> <p>Council is accountable to the Community and will conduct its affairs openly with integrity in consultation with Community, at the same time reflecting the highest level of democratic governance and public administration.</p> <p>Fairness and Equity</p> <p>Council recognises and values the needs of different sectors and groups within its community and works in partnership with it valued volunteers, community-based agencies, State and Commonwealth departments to ensure needs are addressed in a planned and timely manner.</p> <p>Welcoming Ideas Council will actively encourage and seek the exchange of ideas and knowledge in finding creative solutions.</p> <p>Investing In the Future</p> <p>Council will take a long-term view as a responsible steward of community assets and finances.</p>	

Major Responsibilities

Key Duties	Key Performance indicators
1 Provide accurate technical advice relating to plumbing, gas and drainage works	- Provides timely and accurate advice in line with current relevant legislation, best practice
2 Undertake sanitary, plumbing, drainage and gas installation and maintenance works.	- 85% of works completed within council timeframes - Works conform with relevant legislation, best practice, and related approvals/permits
3 Undertake water and sewerage testing and inspections	- Ensure water quality meets Australian guideline & Drinking Water Quality Management Plan (DWQMP)
4 Maintain accurate records of completed and certified works	- 90 % Accuracy of records, as determined by random spot checks
5 Contribute to the preparation of documentation, reports, and notes relevant to plumbing matters.	- Quality of documentation and correspondence are in line with council standards
6 Conduct operations and daily maintenance of water infrastructure including the Water Splash Park and water treatment facility.	- Ensure water quality meets the requirements - Complete all records with 90% accuracy
7 Ensure accurate recording of daily work carried out for costing purposes and the completion and recording of all purchases, repairs, and maintenance	- Complete all job costing within 24 hrs day of completing works - Record job hours worked with accurately
8 Promote a positive and professional image of the Council in all dealings with clients and members of the public.	- Complaints and Grievances are resolved or escalated to the Plumbing supervisor with in 12 hrs.
9 Attendance and participation in team toolbox meetings	- 100% Attendance of toolbox meetings - Lead toolbox meetings in the absence of the Senior Plumber
10 Supervise and provide appropriate on the job training to apprentices	- Actively promote a positive learning work environment - Ensure completion of allocated training activities
11 Integrate quality and environment performance into all functions and activities undertaken	- Ensure 100% compliance with legislated environmental practices. - Participate in waste reduction activities
15. This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their manager or the Chief Executive Officer.	

<p>Work Health & Safety Requirements</p>	<p>All staff are required to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instructions by Council • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor or manager of any injuries or illness that occurs in their workplace
<p>Council Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives • This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee's supervisors • Participate in the annual review of their performance against agreed operational and performance objectives • Perform their responsibilities in a manner which reflects and responds to continuous improvement • Read, understand, and comply with all Council policies and procedures • Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing, and evaluating risk that may impact on the Council • Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies, and programs. • Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met.

Qualifications and Training Requirements: *(training courses that must be completed to meet the inherent requirement of the job or Council's expectations)*

- Possession of a current 'C' Class licence.
- Current General Construction Induction Card
- Working with Children Blue Card (or ability to obtain)
- Trade qualifications in Plumbing and Draining & Gas Fitting
- Licensed Plumber and Drainer, Gas fitter
- Other relevant trade qualifications (backflow prevention, restricted electrical, solar & heat pump) desired

- MR/HR and forklift License is (desirable)
- Excavator cert (desirable)
- Certificate 111 water treatment operations (desirable)
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).
- Basic Computer skills

Selection Criteria *(including required knowledge, skills, and experience for position):*

Essential

1. Demonstrated experience in the service in Plumbing and Draining & Gas Fitting.
2. Knowledge of backflow prevention, restricted electrical, solar & heat pump installations.
3. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander Societies and Cultures and an ability to communicate sensitively and effectively with members of a discrete Aboriginal community.
4. Knowledge of environmental protection, practices associated with water management
5. Good working knowledge of workplace health and safety as well as risk management, procedures
6. Experience working and participation in a team based working environment/s.

Position description approved by: Executive Manager of Operations

Date position description last reviewed:

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