



POSITION DESCRIPTION

Position Title: Housing Officer Plumber/Trainer/Self Certified
Reports To: Manager Workshops
Position No. 5049
Employment Status: Full Time

Position Purpose

The Plumber will take responsibility for repairs and maintenance to all infrastructure for Tiwi Islands Regional Council (TIRC) and provide assistance to external customers when required. The plumber will also be responsible for providing effective leadership and training to housing personnel and provide technical advice to achieve best practice for new works and repairs. The officer will also be required to travel between all the communities across both islands to complete works when required.

Key Responsibilities:

- Undertake all works assigned by TIRC and the Director of Infrastructure Services
- Provide input and technical advice on infrastructure and service provision to achieve best practice for new works and repairs and maintenance
- Provide effective leadership, training, guidance and support to housing personnel where required
- Ensure compliance with Workplace Health and Safety legislation
- Cost effectively maintain infrastructure ensuring best practice with water and sewerage installations to conform to relevant standards.
- Assist with work processes, interface with other service providers and staff
- Travel between all communities across both islands to performs works as required
- Maintain and manage stock levels of building materials for repairs and maintenance, providing reporting on new and best practice for new building methodology
- Maintain a licence as required under the Plumbers and Drainers Association of the NT and Gasfitters Licence
- Establish a repair and maintenance system that includes for ordering materials from suppliers in compliance with TIRC procurement processes
- Maintain records on maintenance requests received and works completed
- Take Immediate action of urgent requirements resolving issues quickly and effectively
- Report on non-urgent and cyclical maintenance requirements on a regular basis
- Scheduling of non-urgent or cyclical approved repairs and maintenance ensuring works are competently carried out
- Provide accurate and concise job costing and quotations for internal and external contracts when required
- Other duties as required

Selection Criteria - Essential

1. Formal qualification in the plumbing industry; Plumbers and Drainers Association of NT Licence and Gasfitters Licence. Registered Qualified Plumber.
2. Proven experience to plan, facilitate and manage plumbing maintenance programs
3. Demonstrated leadership/management skills and an ability to work under pressure and meet tight deadlines
4. Ability to work autonomously and with minimal supervision
5. Experience in stock / materials management
6. Experience in maintaining associated records and paperwork to adhere to compliance standards
7. Well developed written and oral communication skills

8. Experience in working in a cross cultural environment and ability to communicate sensitively with Aboriginal people is essential
9. A current Australian driver's licence and the ability to acquire other licences if required