

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

## Plumbing and Trade Waste Officer

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Infrastructure and Recovery**

**CLOSING DATE EXTENDED TO: Friday 2 May 2025**

**Your application must consist of the following information: -**

### CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
  - ∞ Qualifications
  - ∞ Knowledge, Skills and Expertise
  - ∞ People Oriented Skills and Attributes
- Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
People and Culture  
PO Box 723  
Mossman QLD 4873**

[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)



**WITH COMPLIMENTS  
INFORMATION KIT**

## **Plumbing and Trade Waste Officer**

**Position Number: 461**  
**Closing Date: Friday 2 May 2025**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply.*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

<b><u>POSITION:</u></b>	Plumbing and Trade Waste Officer
<b><u>LOCATION:</u></b>	Mossman Depot
<b><u>CLASSIFICATION:</u></b>	Level 3 / 4
<b><u>SALARY:</u></b>	Salary ranging from \$78,587.53 to \$92,317.03 per annum. Level of appointment will be dependent upon demonstrated competencies and experience.
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream A) Award – State 2017.
<b><u>LEAVE:</u></b>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<b><u>SUPERANNUATION:</u></b>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<b><u>APPLICATIONS:</u></b>	Applications can be submitted by:  Addressed to: <b>Private and Confidential</b> Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873  or  <a href="mailto:recruitment@douglas.qld.gov.au">recruitment@douglas.qld.gov.au</a>
<b><u>CLOSING DATE:</u></b>	<b>Friday 2 May 2025</b>

**Position Applied for:** Plumbing and Trade Waste Officer

**Position Number** 461

Mr   
 Mrs   
 Ms   
 Miss

**Date:** \_\_\_\_\_  
**Given Names:** \_\_\_\_\_  
**Family Name:** \_\_\_\_\_  
**Preferred Name:** \_\_\_\_\_

**Postal Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Home Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Numbers:**  
**Home:** \_\_\_\_\_  
**Work:** \_\_\_\_\_  
**Mobile:** \_\_\_\_\_  
**Preferred Contact Number:**  
 \_\_\_\_\_  
**Email:**  
 \_\_\_\_\_

**Have you previously worked for Douglas Shire Council?**  No  Yes **Dates:** \_\_\_\_\_

**Are you a current employee of Douglas Shire Council?**  No  Yes **Dates:** \_\_\_\_\_

*Current Employees must complete:* **Employee No:** \_\_\_\_\_ **Classification Level:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Are you currently being represented by an external recruitment agency?**  No  Yes **Name of Agency:** \_\_\_\_\_

**In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement:** *(Please tick)*  
 Douglas Shire Council website       Douglas Shire Council Facebook       Douglas Shire Council LinkedIn  
 On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

**This section is Optional: Do you identify with any of the following groups?** *(Please tick)*  
 Aboriginal / Torres Strait Islander       Disability       English as Second Language

*Applicant Consent Details (Please Tick):*  
 I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.  
**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**  
**Applicants Signature:** .....

### POSITION DESCRIPTION

<b>Position Title:</b>	Plumbing and Trade Waste Officer
<b>Position Number:</b>	461
<b>Department:</b>	Infrastructure & Recovery
<b>Unit:</b>	Water & Wastewater
<b>Team:</b>	Trade Waste
<b>Reports To:</b>	Manager Water and Wastewater
<b>Award Classification:</b>	Level 3 / 4 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
<b>Hours:</b>	Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement.
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	June 2022
<b>Date Reviewed:</b>	March 2025

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

### Position Objectives

The Plumbing and Trade Waste Officer's primary objectives are to:

- Provide a backflow prevention compliance assessment, approval and inspection service that conforms to the process and technical requirements of the governing legislation.
- Regulate liquid trade waste in the Douglas Shire Council area that conforms to the process and technical requirements of the governing legislation and the Douglas Shire Council Trade Waste Environmental Management Plan.

- Deliver audit assignments, develop individual audit plans and detailed scope, deliver the fieldwork, report findings and opinions, agree on corrective actions with auditees.
- Support a Notifiable Work (Form 4) audit program for backflow prevention that conforms to governing legislation and guidelines.
- Ensure that clients receive the highest level of service in a professional and ethical manner.
- Contribute to the overall co-ordination and performance of the Water and Wastewater team and the organisation through the application of professional service, expertise, and experience.
- Contribute to the development and implementation of procedures to continually improve efficiencies.

### Organisational Relationships

<b>Position Reports to:</b>	Manager Water and Wastewater
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	The Plumbing and Trade Waste Officer works within the Infrastructure & Recovery Department and directly with the Water and Wastewater Unit.
<b>External Relationships:</b>	The Plumbing and Trade Waste Officer works with government peers and leaders, Government agencies, customers and the general public.

### Qualifications and Experience

**Essential:**

Qualifications

- Queensland Class C Driver's Licence.

Knowledge, Skills & Expertise

- Working knowledge of the relevant Acts, Regulations, Codes, Standards, State legislation and standard State, Federal and Local Government policies including the Plumbing and Drainage Act 2003, Standard Plumbing and Drainage Regulation 2003, the National Plumbing and Drainage Code, Water Supply (Safety and Reliability) Act 2008.
- Practical experience in aspects of Plumbing / Drainage and Trade Waste as well as experience in Local Government Water Supply and Sewerage.
- Sound analytical, conceptual, problem solving and research skills, including the ability to analyse moderately complex issues and to develop a range of practical strategies and options for their resolution.
- Substantial communication skills (both oral and written) with the ability to write reports, correspondence and memorandums and to communicate effectively and professionally with members of the public, Councillors, Council Officers and other Council staff.
- Demonstrated ability in prioritising and working under pressure.
- Working knowledge of the installation, maintenance and operations of facilities used for the control of trade waste prior to their discharge into sewerage treatment plants.
- Sound skills in the operation of personal computers, standard software and data-based applications.
- Some experience in an enforcement capacity.

### People Oriented Skills & Attributes

- Demonstrated ability using effective negotiation skills to deal with difficult people in a polite and effective manner.

### **Desirable:**

### Qualifications

- Qualified and currently licensed as a "Plumber and Drainer", with endorsements held in backflow prevention, on-site sewerage facility, solar and heat pumps.
- Tertiary qualifications in Environment Science, Engineering, Certificate III in water and wastewater treatment/ management or other relevant degree and/or extensive previous experience in a similar position.

## Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Develop and maintain a sound knowledge of the provisions of all relevant legislation, Council policies, procedures, delegated authority and statutory requirements.
- Process applications and conduct inspections and audits for backflow prevention and trade waste in accordance with relevant legislation, Council policy, procedures, delegated authority and statutory requirements.
- Process applications and conduct inspections and audits for liquid trade waste in accordance with relevant legislation, Council policy, procedures, delegated authority and statutory requirements.
- Maintain an inspection and audit program for backflow prevention in accordance with relevant legislation, Council policy, procedures, delegated authority and statutory requirements.
- Support an inspection and audit program for Notifiable Work (Form 4) for backflow prevention in accordance with relevant legislation, Council policy, procedures, delegated authority and statutory requirements.
- Develop and maintain a working knowledge of the water systems and sewerage schemes within the Council.
- Investigate and resolve where possible complaints or queries from the public.
- Prepare advice to and liaise with internal and external stakeholders, State and Federal Government departments and any other statutory authorities as necessary with regard to backflow prevention and trade waste programs and functions.
- Provide excellent customer service and actively work to solve customer problems.
- Assist with development and planning applications from water and wastewater infrastructure perspective
- Ensure all corporate information is captured within Council's business systems adhering to Council's recordkeeping policies and procedures.
- Other duties within the level of responsibility and position scope as directed by the Manager Water and Wastewater.

## Performance Indicators

It is expected the incumbent will:

- Have the ability to provide information and advice to the customer in relation to the various Acts, Regulations and Policies.



- Timely and effectively complete scheduled tasks to the satisfaction of the Manager Water and Wastewater:
  - Assessment and finalisation of applications within statutory timeframes
  - Installations inspected and/or tested
  - Complaints resolved within the required timeframes
  - Store records in a timely manner.
- Display knowledge and understanding of the relevant Acts, Regulations and Policies.
- Possess the ability to assess public complaints and resolve conflict.
- Show quality and accuracy of "as constructed" information produced.
- Understand the extent of knowledge of the water and sewer infrastructure in the Council.