Position Description

Title: Plumber  HEW Level: HEW 4
Faculty/Office: Property  Position Number:
Department/Team: Facilities and Operations  Date: October 2016
Position Purpose: To provide plumbing and maintenance service to support the Facilities and Operations Team.

ORGANISATIONAL CONTEXT
The Property Division supports the University in achieving its learning, teaching and research goals through providing planning, development and maintenance services for all University buildings and infrastructure as well as providing a growing commercial property investment portfolio through development and/or acquisition and managing the same.

Property consists of:

1. **Development** who work in conjunction with key stakeholders to identify what infrastructure and development will contribute to building a stronger future for the University and support achievement of the strategic objectives.

2. **Project Management** who manage all building and infrastructure projects on Campus to deliver successful completion of, refurbishment, building work and infrastructure projects. Their services span research, planning, design, procurement and project management.

3. **Asset Management** who are responsible for the management of the Macquarie University Academic, Research and Commercial Precincts. It includes strategic asset and leasing management, property and estate management, timetabling, facilities management, maintenance, technical experience and dedicated customer service.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Provide high quality maintenance & service to maintain the reliable operation of University’s Hydraulic network & associated fittings & equipment.
- Maintain the safety & compliance of hydraulic systems & infrastructure across campus.
- Comply with University procedures & requirements for the isolation, maintenance & return to service of campus services.
- Provide service & maintenance for sewer chokes & storm water blockages as requested to ensure safety of University staff & students.
- Support & supervise plumbing sub-contractors performing maintenance & project works as directed by the Building Team Leader.
- Support & assist workshop colleagues for two handed tasks & requests as requested.
- Work with workshop supervisors & colleagues to prioritise work tasks & improve the task completion rates.
- Provide status feedback of all maintenance & customer tasks performed to Building Team Leader & Customer Service staff.
- Maintain a clean & safe work environment.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

**Reports to:** Team Leader - Building

**Positions Reporting to:**
- Direct: nil
- Indirect: nil

**Key Direct Clients:**
- Faculty/ Office Facilities Officers
- MQ staff in general
- External contactors

**Other Key Relationships:**
- Property technical & engineering staff
- Facilities & Operations Team
- Project Managers/ Coordinators
- Asset Managers
- Immediate team members

**Budget Accountability:** nil

**Role-specific Conditions:** N/A

**Scope and autonomy**
Decides when and how to perform variable tasks of greater complexity within the scope of established processes and priorities.

**Problem solving**
Applies knowledge of standard processes, procedures, systems and/or techniques to identify and implement solutions to problems.
CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Plumbing Craftsman’s or Trade certificate.
- Plumber’s license
- Ability to interpret drawings & schematic diagrams & technical manuals
- Knowledge of maintenance & compliance requirements from Australian standards & codes of practise applicable to Hydraulic & gas infrastructure
- Knowledge of local authority requirements for Sewerage & Storm water systems
- High level written and oral communication skills.
- Working knowledge of Microsoft applications, including Word, Excel and Project

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of Property’s functions and structure.
- Knowledge of what other areas of the University do and how they interact with Property

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Operation of Hydraulic, Storm water & sewer systems
- Operation of Hydraulic & Gas services, re-circulating water & pumping systems, Gas & water meters
- Experience in fault analysis, plant performance, repair & maintenance standards & procedures
- Operation of gas shut off & protection equipment
- Experience & knowledge of safety & emergency procedures in relation to hydraulic & gas infrastructure
- Operation of potable & non potable water systems, re-circulating water systems & associated chemical treatment