

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Tradesperson - Plumber |
| Position Number: | Generic |
| Classification: | General Stream Band 3 |
| Award/Agreement: | Health and Human Services (Tasmanian State Service) Award |
| Group/Section: | Infrastructure Services – Asset Management Services Facilities Management and Engineering Services |
| Position Type: | Permanent/Casual, Full Time/Casual |
| Location: | North West |
| Reports to: | Team Leader Facilities and Engineering |
| Effective Date: | June 2019 |
| Check Type: | Annulled |
| Check Frequency: | Pre-employment |
| Essential Requirements: | <p>Current relevant Practitioners Licence recognised by the Department of Justice, Tasmania</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p> |
| Desirable Requirements: | Current Driver's Licence |
| Position Features: | This role requires participation in the on-call roster. For further information on this requirement please speak to the contact person listed in the advertisement |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Tradesperson - Plumber works as an effective member of the Engineering Services team and is responsible for the repair and installation of all plumbing trade related plant, equipment, services and facilities within the Department's responsibility area.

Duties:

1. Perform Plumbing duties including, install and maintain reticulated water mains, sterilisers, backflow testing, roofs, steam systems, waste lines or similar associated equipment, ensuring deadlines, specifications and quality standards are met.
2. In consultation with supervisory staff, design, implement and review programmed maintenance schedules.
3. Assist other staff as required in the day-to-day operations of the Engineering department, working within the boundaries of trade qualification, knowledge and experience. This includes providing work feedback reports, ensuring deadlines, specifications, and quality standards are met and could include providing trade technical advice or standing in for absent plumbing supervisory staff.
4. Liaise with other employees, government agencies, or organisations to ensure work is undertaken with minimal disruption to clients and other staff. Use capacity to assist other Hospital staff as and when required to maintain the efficient functioning of the Hospital within scope of skills, knowledge, training and experience.
5. Ensure that safe work practices are adopted and reviewed to ensure continuous improvement at all times and that protective clothing and equipment provided is worn and used as recommended including the implementation and enforcement of legislative requirements such as the Workplace Health and Safety Act and the Health Services Act.
6. Comply with and utilise procedures, policies, regulations and standards which impact upon the position, including contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Tradesperson - Plumber reports to the Team Leader Facilities and Engineering. Except when working in the role as a trainer, no staff report to this position. Staff members may however be called upon to do higher level supervisory duties at any time. The occupant of this role is responsible for:

- Employing an independent approach and high degree of initiative in the assessment and completion of work, with limited supervision and technical direction.
- Taking responsibility for Licence Nominee in the absence of the Trade Manager.
- Ensuring compliance with Occupational Health and Safety legislation and Australian Standards.

- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated sound experience in and extensive knowledge of plumbing trade appropriate to the hospital environment.
2. Demonstrated ability to prioritise works, accomplish project time frames, and make responsible recommendations.
3. Demonstrated ability to interact and communicate effectively with staff from all levels of various organisations, with demonstrated ability to work as part of a multifunctioning team.
4. Demonstrated ability to produce an effective work output in terms of both quality and quantity without direct supervision.
5. Knowledge of or an ability to acquire knowledge of procedures, policies, regulations, which impact upon the position, in particular a knowledge of contemporary human resource management issues such as workplace health and safety, equal employment opportunity, quality improvement and anti- discrimination.
6. Evidence of continual updating of knowledge and skills and willingness to participate in staff development activities.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).