

Position Description

Position title:	Plumbing Inspector
Position number:	1138
Group:	Regulatory Services
Reports to position title:	Team Leader Building and Plumbing
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 19 – 23
Approved:	11 August 2025

About the Group

The Regulatory Group comprises two teams: Compliance and Enforcement (incorporating Building and Plumbing; Ranger Services; and Investigation and Enforcement); and Environmental Health. The Group provides a wide range of functions to the community including issuing permits, licences and approvals to carry out works, and infringements and enforcement for non-compliance with various legislation and regulation.

The Building and Plumbing team:

- Acts as a permit authority through issuing permits, certificates, notices, orders and by maintaining building and plumbing registers.
- Provides information, assistance and support for building and plumbing matters.
- Ensures compliance so that buildings are safe, energy efficient and meet permit conditions and relevant standards.

The team's aim is to provide a high standard of customer service to builders, developers, owner builders and homeowners through:

- Processing applications and issuing plumbing permits within the statutory timeframe.
- Providing assistance to customers.
- Issuing completion certificates.

- Ensuring compliance with legislation, including the Tasmanian Plumbing Code.
- Responding to complaints of non-compliance.
- Responding to and investigating Ground Water complaints.
- Taking enforcement action where necessary, including issue notices and orders where required.

Duties and Responsibilities

- Conduct inspections to ensure compliance with endorsed plans, plumbing permits including wastewater installations, relevant legislation, and applicable codes and standards. Issue Completion Certificates where required.
- Review ongoing wastewater maintenance and Aerated Wastewater Treatment System servicing reports and follow up/investigate as required.
- Assess plumbing permit applications to ensure alignment with all relevant Acts, Regulations, Codes, and Standards.
- Investigate suspected breaches of plumbing regulations and take appropriate enforcement or remedial action as necessary.
- Generate works requests for groundwater-related enquiries where appropriate and monitor these to ensure timely and effective follow-up.
- Provide accurate and timely plumbing-related information for Property Certificates under Section 337 of the *Local Government Act 1993 (Tas.)* and respond to public enquiries as required.
- Accurately record inspection outcomes and maintain up-to-date records of all relevant data.
- Deliver professional advice and support to plumbers, builders, building surveyors, architects, engineers, applicants, and relevant government and statutory bodies.
- Prepare and issue correspondence, permits, certificates, notices, and orders in accordance with Council policies and statutory requirements.
- Maintain Council's plumbing licensing and permit registers to ensure they are accurate and current.
- Take necessary steps to ensure the completion of existing plumbing applications.
- Support the efficient processing of building, planning, environmental health, and development applications through cross-functional collaboration and assistance.
- Provide assistance to review development processes, procedures and forms.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

1. Relevant qualifications as a licensed Plumber, along with demonstrated practical experience in plumbing work, including inspections and compliance-related tasks.
2. Completed Certificate IV in on-site wastewater management systems.
3. Proven commitment to delivering high-quality customer service, with the ability to communicate effectively and professionally with a broad range of stakeholders.
4. Sound knowledge and understanding of applicable legislation, regulations, codes and standards relating to plumbing and associated compliance requirements.
5. Demonstrated initiative and resourcefulness, with the ability to assess issues, identify solutions, and resolve problems with minimal supervision.
6. Well-developed oral and interpersonal communication skills, with the ability to liaise effectively with contractors, colleagues, and members of the public.
7. Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines in a busy work environment.
8. Proficient in the use of computer systems and software relevant to plumbing services, including data entry, permit and inspection systems, and general administrative tasks.
9. Current Drivers Licence

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.