



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Apprentice Plumber (Certificate III in Plumbing)		
Award:	Queensland Local Government Industry Award - State 2020 (MA000112)		
Employment Type:	Full-Time		
Reports to:	Supervisor		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	01 st July 2026

POSITION OBJECTIVE

The Apprentice Plumber is responsible for undertaking a Certificate III in Plumbing while gaining practical on the job experience under the supervision of qualified tradespersons.

The role contributes to the maintenance, repair, installation and improvement of Council's water, sewerage, drainage and building plumbing infrastructure while developing the skills, knowledge and competencies required to become a qualified plumber.

The apprentice will actively participate in formal training, workplace learning and community projects while maintaining a commitment to workplace health and safety, quality workmanship and customer service.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Apprenticeship Training:

- Successfully complete all requirements of the Certificate III in Plumbing qualification.
- Attend and participate in all scheduled training, workshops and assessments.
- Maintain satisfactory academic progress throughout the apprenticeship.
- Complete training records, logbooks and assessment activities as required.
- Apply knowledge gained through formal training within the workplace.

Plumbing Operations:

- Assist with installation, maintenance and repair of:
- Water supply systems
- Sewerage systems
- Stormwater and drainage systems
- Hot water systems
- Plumbing fixtures and fittings

Workplace Safety:

- Comply with all Workplace Health and Safety requirements.
- Correctly use personal protective equipment (PPE).
- Follow safe work procedures and risk management practices.
- Report hazards, near misses and incidents promptly.
- Participate in safety meetings and training.

Team Participation:

- Work collaboratively with supervisor, tradespersons and other Council employees.
- Demonstrate a willingness to learn from qualified staff.
- Participate in community and infrastructure projects as directed.
- Represent Council professionally when interacting with residents, contractors and stakeholders.

Housekeeping and Equipment:

- Maintain tools and equipment in a safe and serviceable condition.
- Keep work areas clean and tidy.
- Assist with stock control and materials management activities.
- Ensure Council vehicles and equipment are operated responsibly and in accordance with Council policies.

Other duties, consistent with duties and responsibilities of the position as directed by the CEO, Mayor or other senior Council staff.

SELECTION CRITERIA

➤ Essential:

- Completion of Year 10 schooling or equivalent.
- Genuine interest in pursuing a career in plumbing.
- Demonstrated willingness to learn and take direction.
- Ability to work effectively within a team environment.
- Commitment to workplace health and safety practices.
- Good communication and interpersonal skills.
- Reliable attendance and strong work ethic.
- Ability to undertake physically demanding work in outdoor environments.
- Current C Class Driver's Licence or ability to obtain.

➤ Desirable:

- Previous work experience in construction, maintenance or trades.
 - White Card (Construction Industry General Safety Induction).
 - Basic literacy and numeracy skills suitable for vocational training.
 - Knowledge of local government services and operations.
 - Local community connection and commitment to contributing to community development.
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CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
 - All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
 - Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
 - Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
 - The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
 - It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
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ORGANISATIONAL RELATIONSHIPS

Reports to:	Supervisor – Plumber Tradesperson
Internal Liaison:	Members of the management team, elected members, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current “C” class driver's licence
 - Ability to pass a National Police Check
 - Commitment to Council values and community wellbeing
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.