



**Tauranga**City

## Job description

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Title</b>          | <b>Plumber – Facilities Team</b> |
| <b>Number</b>         | TBC                              |
| <b>Group</b>          | Community Services               |
| <b>Division</b>       | City Operations                  |
| <b>Reports to</b>     | Supervisor - Facilities Team     |
| <b>Direct reports</b> | N/A                              |
| <b>Date</b>           | March 2024                       |

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of the Plumber is to provide exceptional service and solutions while maintaining TCC commercial and residential assets. This is a hands-on role requiring a registered/ licensed and experienced plumber. The core duties of the role include installation, repairs and maintenance on pipes, valves, fittings and drainage systems. The plumber must ensure work is completed safely, in a timely manner, meets the needs of all stakeholders and aligns with the contract specifications.

This role includes first response, routine maintenance and reactive activities, as such the Plumber needs to be adaptable and considerate as to minimise disruption to the asset users/ tenants.

- Normal hours are 7am to 3.30pm, 40-hour week, but flexibility is required as some buildings assets may not be accessible during this time.
- On-call work is part of this role (additional allowances will be paid), typically one week out of four-week rotating roster.
- Vehicle (not for private use) and all tools and specialist plant will be provided.

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## Key outcomes and responsibilities:

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| <p><b>Plumbing / Facilities issues are dealt with promptly and to Code.</b></p>  | <ul style="list-style-type: none"> <li>• Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures in commercial and residential structures.</li> <li>• Collaborate with general contractors, electricians, and other construction professionals.</li> <li>• Follow building plans and blueprints.</li> <li>• Respond to, diagnose, and resolve plumbing emergencies.</li> <li>• Assess faults and customer complaints to identify if the solution requires a specialist sub-contractor. Identify scope of issue to pass on to Asset Managers and coordinate the subcontracted work.</li> <li>• Perform routine inspections of plumbing and drainage systems.</li> <li>• Keep up to date with any changes to the NZ Plumbing Regulations and other relevant standards and code.</li> </ul> |
| <p><b>TCC assets are well maintained.</b></p>  | <ul style="list-style-type: none"> <li>• Deliver the work you have been assigned to the best of your ability. Be adaptable as work schedules may change at the last minute due to community concerns, safety or weather issues.</li> <li>• Work collaboratively with your team to get the job done.</li> <li>• Use the team's technology system to accurately track started and completed work including taking photos.</li> <li>• Consistently meet KPI's relating to quality and time.</li> <li>• Make purchase decisions that are sound.</li> </ul>   |
| <p><b>The City Operations Team is always learning and improving.</b></p>   | <ul style="list-style-type: none"> <li>• Attend training and development opportunities to upskill yourself on an ongoing basis.</li> <li>• Actively contribute to team toolbox meetings with ideas and issues.</li> <li>• Actively listen and learn from Supervisor/ Team Leaders and your peers.</li> <li>• Share your expertise with others.</li> </ul>  |
| <p><b>The City Operations Team has a team culture that is positive, respectful and focused on health &amp; safety.</b></p> | <ul style="list-style-type: none"> <li>• Prioritize health and safety at all times (your own, our teams and the communities). Follow health and safety guidelines and always ask if you are unsure.</li> <li>• Show respect and care for others.</li> <li>• Possess a real customer focus.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Do not come to work under the influence of drugs and/ or alcohol or other illegal substances.</li> <li>• Report wrongdoing or misconduct to a leader such as miss use of TCC assets, theft, or bullying.</li> <li>• Use common sense and do what is right for the community.</li> <li>• Show respect for TCC's assets, machinery, vehicles, and plant.</li> <li>• Engage with the community/ public in an appropriate way. Acting as an ambassador for TCC.</li> <li>• Communicate any issues or concerns with your leader as soon as possible.</li> </ul> |
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Please note the job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

### What we are looking for:

| Essential   |
|---|
| <ul style="list-style-type: none"> <li>• At least 6 years' experience in Residential and Commercial plumbing.</li> <li>• Full and Clean Class 1 NZ licence.</li> <li>• Qualified Registered and Licensed Plumber/Gas Fitter (The National Standard Plumbing Code).</li> <li>• Independent Qualified Person registration/ compliance.</li> <li>• Ability to use technology including GIS maps, work tracking apps, MS Office suite &amp; Excel.</li> <li>• A positive attitude and a willingness to listen and learn.</li> <li>• A curious nature where you love to understand how things work.</li> <li>• A track record in being reliable and committed to your work, taking pride in everything you do.</li> <li>• The ability to abide by Health and Safety guidelines at all times.</li> <li>• Strong communication skills.</li> <li>• Honesty and integrity.</li> <li>• The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way.</li> <li>• The ability to pass a pre-employment medical, drug and alcohol testing.</li> </ul> |



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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections