



# Ngaliwurru-Wuli Aboriginal Corporation

## DUTY STATEMENT

**POSITION:** Plumber  
**REPORTS TO:** NWAC CEO  
**LIAISES WITH:** Projects Administration Officer  
Other NWAC Trades  
Government representatives  
Suppliers  
Community members

**LOCATION:** Timber Creek, NT

### POSITION OBJECTIVE

The position is responsible for repairs and maintenance services of building assets within the region, ensuring that tenants are supported, properties are maintained, and services are appropriately managed.

### WORK HOURS:

The normal work hours for this position will be between our normal office hours of 8:00 AM to 4:30 PM daily, 5 days per week, however out of hours work may be required.

### POSITION SUMMARY

Responsible for the operation and maintenance of the Community's water supply and sewerage services. The position also involves ongoing maintenance and installation of the Community's plumbing, gas fitting and drainage needs and any other essential services from time to time.

### Key Duties:

- Carry out all approved plumbing and gas maintenance requests on building assets as required under NWAC funding Agreements and Work Order.
- Respond efficiently to customer enquiries regarding maintenance requests.
- Liaise with Government and non-Government representatives to meet their maintenance and asset management needs.
- Comply with Territory Housing requests for maintenance, and construction requests as per agreed contracts and in accordance with the agency policies.
- Under the approval of CEO source quotes for equipment and materials as required for plumbing operations so that adequate stocks are maintained to ensure works are capable of being performed.
- Maintain the security of plumbing plant, equipment and materials.
- Adhere to all NWAC policies, procedures, and legislative requirements including Work, Health and Safety of self and others.
- Other duties as required and directed by the CEO.

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**Duty Statement – 16/9/2024**

**Requirements: Skills and Experience:**

## **Qualifications**

- Trade qualification in plumbing, and gas fitting preferred.
- A minimum 5 years work related experience, or an equivalent combination of experience and education.
- A Contractor's License or willingness to obtain
- A current Construction White Card
- The ability to liaise with NWAC staff and community members in a competent, professional manner.
- Desirable: First Aid Certificate
- Essential: Manual driver's licence.
- Current police clearance or the ability to obtain same if required.
- Child Safety Ochre Card
- Current Police Check

## **Knowledge & Experience:**

- Strong communication skills
- Ability to supervise and motivate staff, especially in an Indigenous community
- Ability to prioritise the workload
- Ability to learn and adapt on the job
- Participate in ongoing training activities
- Knowledge of Workplace Health & Safety issues.
- The ability to work independently or as part of a team.
- Advise and seek instructions from Corporation on policy issues
- Provide advice and support to the CEO.
- Support training and education needs of employees
- Liaise with stakeholders on delivery of services with all relevant information