

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Plumber / Gas Fitter	LOCATION:	Hamilton Island
DIVISION:	Maintenance	DIRECT REPORTS:	Nil
REPORTS TO:	Plumber / Gas Fitter Supervisor	INDIRECT REPORTS:	Nil
DATE PREPARED:	March 2012		

JOB PURPOSE

Responsible for the plumbing maintenance and repairs on the resort ensuring all work is carried out following the correct procedures to achieve a high standard of product quality at all times, ensuring guest comfort.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Responsible for plumbing repairs and preventative maintenance to all buildings areas as required, ensuring timely completion and a high standard of product quality at all times
- Attend to any urgent repairs of any description required for guest comfort to ensure a high standard of guest satisfaction at all times
- Responsible for the maintenance and security of all tools and equipment that are the property of HIE
- Ensure all labour hours, materials and information required for completion of work requisitions are accurately recorded and processed
- Ensures all allocated vehicles are maintained in a clean, safe and roadworthy condition at all times
- Maintains effective channels of communications through daily briefings, departmental and employee meetings to ensure all relevant information is passed between appropriate parties
- Provide assistance to any other Tradesperson as requested
- Emergency and volunteer work associated with the safety of staff and guests and cleanliness of the island as required

EXPERIENCE & QUALIFICATIONS

- School Certificate (Essential)
- Queensland Drainer and Gas Fitter Tickets (Essential)
- Certificate III in Plumbing (Essential)
- QLD driver's licence (Essential)
- Previous experience in Tourism or Resorts (Desirable)

PERSON SPECIFICATION/SKILLS

- Excellent personal presentation
- Excellent communication and interpersonal skills
- Flexible with Rostering

KEY WORKING RELATIONSHIPS

- All Departments
- Trades Staff
- Suppliers
- Contractors
- HIE Executive Team and Stakeholders