

Ministry/Department: FINANCE AND NATIONAL PLANNING		
Job Title: Plumbers, Property Management Section, CSD, St. George Government Building		
Band: O	Post Number: 4	Location: Nuku'alofa
<p><u>Purpose:</u></p> <ul style="list-style-type: none"> To be responsible for the installation, modification, maintenance, and repair of plumbing fixture associated with heating, cooling, drainage, water distribution, and sanitation systems in the St. George Government Building premises. Fixed domestic appliances, such as dishwashers, kitchen facilities, amenities and gas cookers. Inspects drainage and other plumbing system for compliance with local Kingdom of Tonga National Building Code regulations'. 		
Key Results Area		Performance Indicators
1. Interprets blueprints and building specifications to map layout for pipes, drainage systems and other plumbing materials		<ul style="list-style-type: none"> To provide prompt response when requires by MOFNP layout changes and upgrade programs for building services. A clear diagnoses within one hour of attendance
2. Install pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids.		<ul style="list-style-type: none"> Prompt attendance Client satisfaction Completion and delivery of callout reports to the Property Manager
3. Installs supports for pipes, equipment, and fixtures prior to installation and maintenance works		<ul style="list-style-type: none"> Site records shall be maintain and presentable to the client Report of additional work to be done presented monthly.
4. Assembles, provide Bills of Quantity for all related plumbing fittings and valves for installations and maintenances		<ul style="list-style-type: none"> Completion and delivery of time reports to the Property Manager Client satisfaction
5. Modifies length of pipes, fixtures, and other plumbing materials as needed for the St George Government premises including the main office and facilities building		<ul style="list-style-type: none"> Prompt attendance Client satisfaction Completion and delivery of callout reports to the Property Manager
6. Installs heating and air-conditioning systems, including water heaters		<ul style="list-style-type: none"> Prompt attendance Client satisfaction Completion and delivery of callout reports to the Property Manager

7. Collaborates with local contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing of all plumbing systems	<ul style="list-style-type: none"> • Completion and delivery of time reports to the Property Manager • Client satisfaction
8. Tests plumbing system for leaks and other problems and monitor water systems in the facility building	<ul style="list-style-type: none"> • Completion and delivery of time reports to the Property Manager • Client satisfaction
9. Perform any other tasks delegated by the supervisor or Deputy CEO or CEO	<ul style="list-style-type: none"> • As required • Complete the task within specified time line
Reports Directly to:	Property Manager

PERSON SPECIFICATION FOR THIS POST

Communication and Language Skills:	<ul style="list-style-type: none"> • Good communication skills. Can speak in both Tongan and English
Minimum Qualification and Experience:	At least secondary level with one 1 year work experience in the related field of maintenance or plumbing

POSITION COMPETENCIES

8	Core Behavioral Competencies	Key Performance Standards
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.

8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures

9	The salary for the position is at Band O of the salary structure for the Tonga Public Service with a minimum of TOP\$ 10,080 to a maximum TOP\$ 15,120 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
10.1	Plumber	Name: (Vacant) Sign: Date :
10.2	Head of CSD: A/Deputy Secretary for Finance & National Planning	Name: Mrs Suliana Vi Sign: Date :
10.3	CEO for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :