



Job Description

Position Title	Plumber Supervisor
Faculty Department	Properties, Facilities and Projects Department (PFPD)
Reports to	Manager Facilities/Director (PFPD)
Position Level	Band 2 (GSS)
Purpose of the Role	The Plumbing Supervisor is responsible for supervising and coordinating all plumbing maintenance, repair, installation, and inspection activities across Solomon Islands National University (SINU) campuses. The position ensures the efficient operation of water supply, sewerage, drainage, and sanitation systems while maintaining compliance with health, safety, environmental, and regulatory requirements. The role provides technical leadership to plumbing staff and contractors and supports the University's commitment to providing safe, functional, and sustainable facilities.
Detailed Duties & Responsibilities	
1. Service Delivery	1.1 Plumbing Operations Supervision - Supervise the maintenance and repair of water supply systems, sewerage networks, stormwater drainage systems, and sanitary fixtures across all campuses. - Coordinate inspections of plumbing infrastructure to ensure operational efficiency and regulatory compliance.

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| | <ul style="list-style-type: none">• Ensure continuous and reliable water supply services to academic, administrative, residential, and support facilities.• Supervise maintenance of water storage tanks, pumps, valves, pipelines, and associated plumbing equipment.• Monitor plumbing system performance and recommend improvements where necessary. |
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1.2 Preventive & Corrective Maintenance Management

- Develop and implement preventive maintenance schedules for all plumbing assets.
- Coordinate timely responses to plumbing faults, leaks, blockages, and emergency breakdowns.
- Diagnose complex plumbing problems and implement effective corrective actions.
- Conduct routine inspections to identify potential risks and prevent service disruptions.
- Ensure all maintenance activities are properly documented and completed according to required standards.
- Maintain maintenance records, inspection reports, and asset service histories.

1.3 Installation & Repair Oversight

- Supervise plumbing installation works associated with new construction projects, renovations, and infrastructure upgrades.
- Ensure repair works are completed according to approved specifications and quality standards.
- Review plumbing plans, drawings, and technical specifications before implementation.
- Provide technical guidance and support to plumbing staff and contractors.
- Ensure quality assurance inspections are conducted on all completed plumbing works.
- Verify compliance with applicable plumbing codes and standards.

	1.4 Tools, Equipment & Materials Management • Oversee the proper use, maintenance, storage, and security of plumbing tools and equipment. • Monitor inventory levels of plumbing materials, fittings, and spare parts. • Recommend procurement requirements for plumbing supplies and equipment. • Ensure accountability and proper record-keeping of tools and materials. • Report and investigate damaged, defective, or missing equipment. • Promote efficient use of resources and minimise wastage. 1.5 Supervision and Team Leadership • Supervise and coordinate the daily activities of plumbing personnel. • Allocate work assignments and monitor staff performance. • Provide on-the-job training, coaching, and technical support. • Promote teamwork, professionalism, and continuous improvement. • Assist in workforce planning and resource allocation.
2. Quality	• Maintain high standards of workmanship and service delivery. • Support continuous improvement initiatives within the Department. • Ensure all assigned duties are completed efficiently and professionally.
3. Teamwork	• Work collaboratively with plumbers, trades personnel, contractors, and other facilities staff. • Maintain effective communication with supervisors, staff, and stakeholders. • Assist colleagues in achieving departmental objectives. • Foster positive working relationships across campuses. • Demonstrate professionalism, cooperation, and respect in the workplace.

4. Qualification/ Experience	• Bachelor in Plumbing or Diploma in Plumbing or a related technical discipline from a recognised institution. • Valid Plumbing Licence (where required under Solomon Islands regulations). Essential Experience • Minimum of five (5 - 8) years of practical plumbing experience. • Demonstrated supervisory or team leadership experience. • Experience working within large institutions such as universities, schools, hospitals, government facilities, or similar environments. Knowledge and Skills • Sound knowledge of water reticulation, sewerage, drainage, pumps, pressure systems, and sanitation infrastructure. • Ability to read and interpret plumbing drawings, plans, and technical specifications. • Strong troubleshooting and fault-diagnosis skills. • Knowledge of Occupational Health and Safety requirements and plumbing regulations. • Good organisational, communication, and record-keeping skills. • Competency in supervising staff and managing workloads.
5. Key Deliverables	• Ensure continuous and reliable operation of plumbing systems across all SINU campuses. • Achieve completion of preventive maintenance schedules within approved timeframes. • Respond promptly to emergency plumbing incidents and ensure timely resolution. • Maintain accurate maintenance records, inspection reports, and service documentation. • Effectively supervise plumbing staff and contractors to achieve departmental objectives.

	• Support successful delivery of plumbing works for capital projects, renovations, and upgrades. • Ensure compliance with safety, environmental, and regulatory requirements. • Promote efficient use of materials, equipment, and departmental resources. • Contribute to the improvement and sustainability of university infrastructure.
7. Key Selection Criteria (KSCs)	1. Technical Plumbing Expertise • Demonstrated experience in the maintenance, installation, and repair of water supply, sewerage, drainage, sanitation, and related plumbing systems. 2. Leadership and Supervision • Proven ability to supervise, coordinate, and support plumbing staff and contractors to achieve quality service delivery outcomes. 3. Preventive Maintenance and Problem Solving • Demonstrated ability to plan and implement preventive maintenance programs, diagnose faults, and effectively manage plumbing emergencies. 4. Health, Safety and Compliance • Sound knowledge of workplace health and safety requirements, plumbing regulations, standards, and compliance obligations. 5. Communication and Teamwork • Effective communication, interpersonal, and teamwork skills with the ability to build productive working relationships with staff, contractors, and stakeholders. 6. Qualifications and Experience

	• Trade Certificate or Diploma in Plumbing (or equivalent), valid plumbing license where applicable, and a minimum of five (5) years relevant plumbing experience, including supervisory responsibilities.
8. Compliance	• Comply with all SINU policies, procedures, and guidelines. • Adhere to Occupational Health and Safety (OHS) requirements. • Observe relevant statutory and regulatory obligations. • Maintain confidentiality and professionalism at all times.
9. Terms and condition	This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: \$71,172.26 - \$95,698.65. Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist SINU to achieve its Strategic objectives:</i>  Deputy Director Human Resource: Date Approved: 3rd August 2026 Additional Comments: