



Job Description

Position Title	Assistant Plumber
Faculty Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Supervising Plumber Officer / Manager Facilities
Position Level	Grade 1 (GSS)
Purpose of the Role	The Assistant Plumber Officer provides technical and operational support in the installation, maintenance, repair, and inspection of plumbing systems and infrastructure across all Solomon Islands National University (SINU) campuses. The position supports the effective operation of water supply, sanitation, drainage, and wastewater systems while assisting with preventive maintenance programs and ensuring compliance with workplace health and safety requirements.
Detailed Roles & Responsibilities	
1. Service	1.1 Plumbing Maintenance & Repairs - Assist in installation, repair, and maintenance of water supply systems, pipes, valves, taps, toilets, sinks, and drainage systems. - Carry out routine inspection of plumbing infrastructure to identify leaks, blockages, and system faults.

- Respond promptly to emergency plumbing issues (burst pipes, sewer blockages, water leaks).
- Support preventive maintenance schedules for all campus plumbing systems.

1.2 Fault Reporting & Service Delivery

- Immediately report major faults, safety hazards, and system failures to the Senior Plumbing Officer.
- Maintain accurate records of work completed, faults identified, and materials used.
- Ensure timely completion of assigned tasks to minimise disruption to campus operations.

1.3 Occupational Health & Safety (OHS) Compliance

- Follow all workplace safety procedures when handling tools, chemicals, and plumbing systems.
- Use required Personal Protective Equipment (PPE) at all times.
- Ensure safe excavation, confined space entry, and water system handling practices.
- Report unsafe conditions immediately.

1.4 Water Supply & Infrastructure Support

- Assist in ensuring continuous water supply to academic, residential, and administrative buildings.
- Support maintenance of pumps, water tanks, and distribution systems.
- Assist in water conservation initiatives and leak reduction programs.

1.5 Tools, Materials & Asset Management

- Properly use, store, and maintain plumbing tools and equipment.
- Monitor usage of materials and report shortages.

	• Assist in maintaining inventory records for plumbing supplies. 1.6 Preventive Maintenance Support • Participate in scheduled inspection and servicing programs. • Assist in cleaning, flushing, and testing of plumbing systems. • Identify early signs of system failure and report for corrective action.
2. Quality	• High-quality plumbing repairs and installations. • Minimal service disruption to campus operations. • Compliance with safety standards at all times. • Accurate reporting and documentation. • Efficient use of materials and resources.
3. Teamwork	• Work collaboratively with plumbers, trades staff, and other facilities teams. • Follow instructions from supervisors and senior technical staff. • Assist in completing assigned tasks within set timelines. • Maintain a positive and professional working attitude.
4. Qualification/ Experience	• Certificate in Plumbing or related technical field. • Basic knowledge of plumbing systems, tools, and repair techniques. • 1–3 years of practical plumbing experience (preferred). • Ability to follow instructions and work under supervision. • Physically fit and able to perform manual and field-based work. • Basic understanding of workplace safety standards.

5. Key Deliverables	• Timely completion of assigned plumbing maintenance and repair tasks. • Immediate reporting of plumbing faults, leaks, and safety hazards. • Support in maintaining continuous water supply to key campus facilities. • Assistance in completing preventive maintenance schedules. • Proper handling, storage, and accountability of tools and materials. • Contribution to maintaining safe and clean plumbing work environments. • Accurate support in basic maintenance records and reporting systems. • Effective teamwork and compliance with instructions from senior staff.
6. Key Selection Criteria (KSC)	KSC 1 – Experience • Demonstrated experience in plumbing systems, water supply networks, drainage systems, and sanitary installations. • Knowledge of plumbing tools, materials, and maintenance techniques. KSC 2 – Practical Skills • Demonstrated ability to assist with plumbing maintenance, repairs, and installation works. • Ability to undertake assigned plumbing tasks safely and efficiently. KSC 3 – Problem Solving and Attention to Detail • Ability to identify plumbing faults and assist in implementing appropriate corrective actions. • Attention to detail in maintenance and repair activities. KSC 4 – Occupational Health and Safety • Understanding of workplace health and safety requirements relevant to plumbing activities.

	• Commitment to safe work practices and proper use of PPE. KSC 5 – Communication and Teamwork • Good verbal and written communication skills. • Ability to work effectively within a team and maintain positive working relationships. KSC 6 – Reliability and Professional Conduct • Demonstrated reliability, punctuality, and accountability. • Willingness to learn and develop professional plumbing skills.
7. Compliance	• Adhere to SINU policies, OHS, and Code of Conduct. • Environmental sustainability practices (water conservation and waste management). • Follow supervisory instructions and approved work procedures.
8. Terms and conditions	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: \$30,294.95 - \$41,195.57. 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)

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:

A handwritten signature in blue ink, appearing to be 'J. Smith', is written over a faint circular stamp.

Deputy Director Human Resource:

Date Approved: 3rd August 2026

Additional Comments: