Position Description

POSITION: Trainee Building Certifier
CLASSIFICATION: Trainee
DIVISION: Planning and Environmental Services
SECTION: Development Control
AUTHORISED BY: Director of Planning and Environmental Services
DATE: December 2018

1 POSITION OBJECTIVES

- To utilise the skills and knowledge gained through tertiary and on the job training in order to become an active member of the Section.
- To implement, under supervision, the relevant provisions of the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000, the Local Government Act 1993, the Building Code of Australia and other relevant Acts and Regulations.
- To provide advice under supervision to the general public in relation to matters relevant to the Section.

2 CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

- Comply with Council’s Code of Conduct, Policies and Procedures at all times.
- Present a positive image of Council at all times.
- Ensure an efficient, courteous and professional service to customers at all times.
- Participate in the evaluation and review of all work practices and processes relevant to the role to ensure that they are effective and efficient and propose improvements where appropriate.
- Ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation.
- Report all incidents, hazards and risks to the immediate supervisor.
- Maintain and use personal protective and safety equipment as applicable to the role.
- Actively participate in health and safety activities.
- Actively participate as a member of the relevant Council section and division.
- Promote and maintain harmonious relationships in the workplace.
- Ensure timely and accurate record keeping in accordance with Council’s requirements.
- Undertake Code of Conduct training as directed.
- Undertake both internal and external training identified as relevant to the role.
- Consider the protection of the environment in all Council activities and decision making.
3 REPORTING RELATIONSHIPS

This position reports directly to:

- The Development Control Manager

4 KEY DUTIES AND RESPONSIBILITIES

- Maintain satisfactory progress as an external student in an appropriate Tertiary Qualification in Building Certification or another approved course.
- Assess application costings and fees in accordance with Council’s Fees and Charges Schedule.
- Operate office equipment.
- Attend inspections, meetings and discussions with department staff to receive on-the-job training.

Progressive Duties

These duties will be progressively applied after consultation with the supervisor:

- Attend to counter and telephone enquiries relating to the sections functions.
- Assess requests from customers and where unable to provide a direct response, refer the matter to the appropriate officer for response.
- Register applications for approval in accordance with adopted procedures.
- Assess development and construction certificate applications and make recommendations regarding determination.
- Complete agreed special projects within nominated timeframes.
- Report to the supervisor regarding technical matters, novel techniques, workloads and administrative matters.
- Attend/undertake on-site inspections and meetings.
- Undertake critical stage building inspections as directed by the supervisor.
- Maintain technical and legal competence by attending training, conferences and seminars and by networking with colleagues.
- Attend to other duties and functions as required consistent with the objectives and level of responsibility of the position.
- Prepare reports on all matters relevant to the position.
- Gain suitable qualifications/experience to obtain Council accreditation under the Building Professionals Act 2005 at an A4 level.
- Gain suitable qualifications/experience to obtain Council accreditation under the Building Professionals Act 2005 at an A3 level.

5 PERSON SPECIFICATION

Personal Criteria

- A team orientated person who is self-motivated with analytical skills and is achievement and action driven.

Interpersonal Skills

- The ability to communicate and negotiate effectively with all levels in the organisation, Government Departments and the public on all matters relevant to the position.
- The ability to work as a member of a team of professionals.

Judgment and Problem Solving

- The ability to anticipate and evaluate situations and to solve problems relevant to the position.
Licences

- A current class “C” driver’s licence.

6 KEY SELECTION CRITERIA

Essential

- Higher School Certificate or equivalent (or nearing completion).
- Eligible for acceptance into a tertiary course recognised by the Building Professionals Board.
- A willingness to undertake the necessary tertiary studies by distance education.
- Ability to work within a multi-disciplinary team.
- Demonstrated computer literacy and written communication skills.
- Good oral communication skills and a demonstrated ability and willingness to deal with difficult customers.
- A current class “C” driver’s licence.

Desirable

- An ability to program and organise workloads to meet time schedules.
- An enthusiasm to learn about and implement good customer service.
- Knowledge of Work Health and Safety policies and procedures.