

POSITION DESCRIPTION

Position Title:	Undergraduate Building and Development Certifier	Position Code:	UBDC
Division:	Development and Environment	Grade:	E
Location:	Dubbo / Wellington	Hours/Week:	35
Reports to:	Building Services Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

To provide in an efficient, expedient and professional manner a range of services and controls enabled and required by governing legislation and Council policy for the protection of the built and natural environment

Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> To actively support the Building Services Team Leader and Manager Building & Development Services in promoting a customer focused and responsive service to the community and clients aimed at improving the public image of the Division. To provide advice and consultation on building and development related matters with members of the public, builders, plumbers and other trades persons. To assist the Building Development Certifiers in undertaking their allocated Duty Officer duties in providing building advice to customers. To be aware of customer requirements and actively assist in developing procedures to enhance Council building and development functions. Assist the Building Development Certifiers and Team Leader in the provision of a professional pre-lodgement service as required.
Assessment Function	<ul style="list-style-type: none"> To assist the Building Development Certifiers and Team Leader in the timely determination of Development, Complying Development Certificate, Construction Certificate and Activity Applications. To assist the Building Development Certifiers to monitor the progress of Building Certificates, On-site Sewage Management, Plumbing and Drainage Permit applications and referrals to ensure timely and appropriate determination. When directed to prepare, compile and submit within required time frames, reports on applications for developments as required. Apply all relevant legislation, strategic landuse policy, LEP's and DCP's accurately in the assessment of applications or provision of advice.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Under supervision, to undertake assessments and evaluation of small/minor building and development projects as directed by the Building Services Team Leader / Branch Manager from time to time. • Provide advice to internal and external customers on building and development related matters within the incumbent's expertise. • Maintain awareness of legislative and technical changes. • When assisting the Building Development Certifiers and as directed, to accurately and efficiently maintain Council's landuse application management system in the tracking and determination of applications.
Inspection Function	<ul style="list-style-type: none"> • With the supervision of other Building Development Certifiers, undertake inspections relating to Part 6 applications under the EP&A Act and S.68 applications under the LG Act together with other building and development matters, to ensure compliance with relevant Acts, Regulations, Council Codes and Policies and approvals. • To ensure, in conjunction with relevant Certifiers/officers the compliance by developers and builders with all conditions of consent of approved applications.
Other Regulatory Services	<ul style="list-style-type: none"> • As directed, to undertake site inspections and record details thereof, for the purposes of preparing under the supervision of other Certifiers/officers, appropriate rectification orders and notices pursuant to the Local Government Act and Regulations, the Environmental Planning and Assessment Act and Regulations, the Public Health Act and Regulations, Swimming Pools Act and Regulations, Protection of the Environment Operations Act and Regulations where a non-compliance has been observed. • As directed, to assist in preparing Building Information Certificates, Certificate of Compliance and Occupation Certificate for issue. • As directed, to assist in fire safety upgrading investigations and associated action related to existing buildings. • To liaise as directed in a timely and effective manner with other Branch's/functions on matters having common jurisdiction.
Community Education	<ul style="list-style-type: none"> • As directed, to assist other Certifiers/officers in their proactive engagement with developers, builders, consultants, the real estate industry, government agencies and the wider community with the objective of facilitating the continuing sustainable development of the City.
Building & Development Services Team Support	<ul style="list-style-type: none"> • Participate and contribute to an effective and productive team. • To efficiently, effectively and expeditiously carry out any other matters as may be referred by Building Services Team Leader, the Manager Building & Development Services or the Director Development and Environment.

Inherent Requirements of the Position

- Class C Drivers licence
- Pre-Employment Health Check
- Willingness to undertake and complete studies as required
- A significant part of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The position involves frequently undertaking work in the field with other Certifiers/officers as well as on an individual basis.

Selection Criteria

Essential

1. Currently enrolled in an Building Surveying course approved under the Office of Fair Trading's registration scheme, or hold an equivalent qualification able to provide recognised prior learning toward achieving the qualification requirements for at least Building Surveyor – Restricted (Class 1 -10) or its equivalence A3 under the former BPB Accreditation Scheme
2. Strong commitment to quality customer service and positive public relations
3. Excellent communication and negotiation skills
4. Work well in a team environment
5. Efficient, effective and practical style of working
6. Demonstrated computer literacy

Desirable

7. Previous industry experience

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others

	<ul style="list-style-type: none"> • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: