



### Living our corporate values ...

**Community  
Focused**

**Show  
Integrity**

**Encourage  
Innovation**

**Be Caring &  
Respectful**

**Commitment  
to Safety**

**Value  
Teamwork**

... to deliver progress and value to our community

## Trainee Health & Building Surveyor

PD Version – July 2021

Next Review – June 2024

### Position Details

<b>POSITION NO:</b>	500 362; 500 407
<b>DEPARTMENT:</b>	Planning & Certification
<b>POSITION LOCATION:</b>	Parkes
<b>EMPLOYMENT STATUS:</b>	Fixed Term - Full time (4 years)
<b>REPORTING TO:</b>	Manager Building Certification; Manager Regulation & Building Compliance
<b>NO. OF DIRECT REPORTS:</b>	Nil
<b>BAND/LEVEL:</b>	Trainee Band
<b>SALARY SYSTEM GRADING:</b>	T4-T10
<b>ALLOWANCES</b>	Nil

### Purpose of the Position

The Trainee Health and Building Surveyor works closely with the Manager Building Certification and Manager Compliance and Building Compliance, to assist in all facets of the Department relating to Environmental Health, Building Certification, Residential Development Control and Regulatory services, whilst receiving on the job training and completing various courses to perform the required tasks, including A1-A4 Accreditation through the Building Professional Board.

### Position Responsibilities

- To successfully complete each trimester/semester of tertiary study.
- Support staff in the Planning and Environment Department.
- Learn the processes to carry out functions to fulfil Council's planning role under the Environmental Planning and Assessment Act 1979
- Undertake activities under Section 68 of the Local Government Act 1993, and the investigation and enforcement of activities under section 124 of the Local Government Act 1993, and the Plumbing and Drainage Act 2011, including the preparation of drainage diagrams.
- Learn the processes to carry out building project co- ordination, the building assessment & certification role.



- Process, provide information and respond to submissions, verbal and written requests for advice from applicants and the public concerning building certification matters.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

### Position Skill Descriptors – Grade T4-T5

- Carry out routine tasks as directed, under close supervision, using personal organisational skills.
- Routine work issues are addressed, but problems are passed onto the supervisor/team leader for resolution.
- Respond to straightforward questions and directions and complete standard workplace forms.
- Cooperate with co-workers to create smooth workflow and assist with other's work when necessary.

### Position Qualifications and Experience Requirements

#### Qualifications:

- NSW Provisional or Full Driver's Licence
- SafeWork NSW Construction Induction (White Card)

#### Experience:

- Some experience in the workforce would be an advantage.

#### **For this position there are mandatory job training requirements to be satisfied:**

This position requires that the successful incumbent undertake and successfully complete the following mandatory training in order to fulfil the requirements of this role.

- Advanced Diploma of Building Surveying
- Plumbing and Drainage Appreciation
- Public health and Food Premises Training as available

*This training and other training required for this position is specified with the Learning Plan for the position.*

### Position Delegations

This position has the following **internal** delegations:

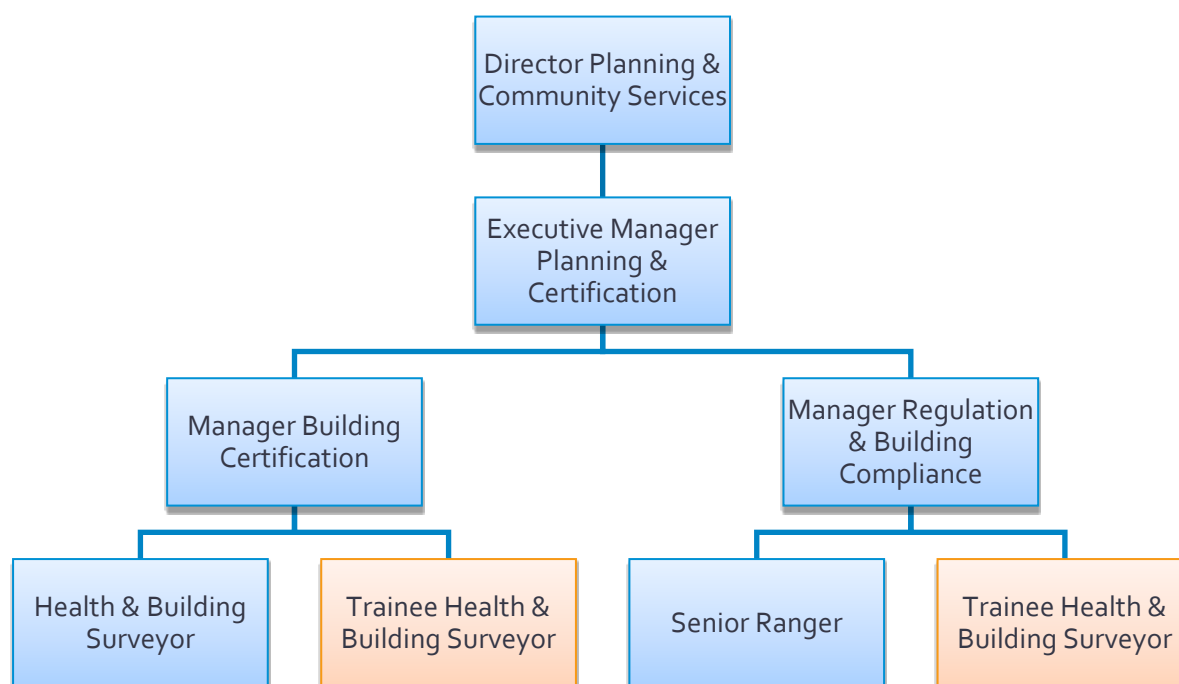
- Work Health and Safety
- Purchase requisition and receipting



### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans	<ul style="list-style-type: none"><li>+ Work in a safe manner without risk to themselves, others or the environment.</li><li>+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li><li>+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li><li>+ Participate in agreed WHS consultation arrangements</li><li>+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li><li>+ Seek assistance/clarification if unsure of WHS rules or procedures.</li><li>+ Report any faulty tools or plant.</li><li>+ Correctly use and maintain all personal protective equipment provided as required.</li><li>+ Complying with emergency and evacuation procedures.</li><li>+ Participate in any required WHS training or induction.</li><li>+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li><li>+ Participate in WHSMS review activities as required/requested.</li></ul>

### Organisational Relationships





### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	<b>3</b>	<b>Dust</b> (expose airborne material ie. Dust)	<b>3</b>
<b>Reaching</b> (above shoulder height, forward/side extended)	<b>2</b>	<b>Gas / Fumes</b> (Working with gases or fumes)	<b>2</b>
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	<b>2</b>	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	<b>1</b>
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	<b>2</b>	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	<b>2</b>
<b>Kneeling/Squatting</b>	<b>2</b>	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	<b>2</b>
<b>Leg Movements</b> (operate machinery)	<b>1</b>	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	<b>2</b>
<b>Standing</b> (upright without moving)	<b>2</b>	<b>Confined Space</b> (confined spaces work)	<b>1</b>
<b>Driving</b> (operate any mobile plant)	<b>3</b>	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	<b>1</b>
<b>Walking</b> (even surfaces)	<b>3</b>	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	<b>2</b>
<b>Walking</b> (uneven surfaces)	<b>3</b>	<b>Meeting Deadlines</b>	<b>4</b>
<b>Walking</b> (walking while manual handling object)	<b>2</b>	<b>Conflict Resolution</b>	<b>4</b>
<b>Walking</b> (up or down steep slopes)	<b>2</b>	<b>Sitting for extended periods</b>	<b>4</b>
<b>Climbing</b> (in and out of plant/car)	<b>3</b>	<b>Dealing with people</b>	<b>4</b>
<b>Climbing</b> (stairs, ladders, scaffolding)	<b>2</b>	<b>Underground Work</b>	<b>1</b>
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	<b>2</b>	<b>Personal Protective Equipment</b>	<b>4</b>
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	<b>4</b>	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	<b>4</b>
<b>Sight</b> (Ability to discriminate between colours)	<b>4</b>	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	<b>4</b>
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	<b>4</b>	<b>Task involves working in an awkward positions</b> Eg:	<b>1</b>
<b>Smell</b> (use of smell senses as an integral part of task performance)	<b>2</b>	<b>Cardiovascular Fitness level required for position</b>	<b>2</b>
<b>Balance</b>	<b>1</b>		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
<b>1</b>	Not applicable	Not Relevant to this position		
<b>2</b>	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
<b>3</b>	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
<b>4</b>	Constant	Task is performed for more than 66% of the shift		
<b>5</b>	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



### Trainee Health & Building Surveyor

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

#### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*