

## POSITION DESCRIPTION

<b>Title:</b>	<b>Trainee Building Assessment Officer</b>
<b>Group:</b>	<b>City Development</b>
<b>Reports to:</b>	<b>Senior Building Assessment Officer</b>
<b>Grade:</b>	<b>Trainee T4-T9</b>
<b>Hours:</b>	<b>35 per week. Temporary for up to 5 years</b>
<b>Vehicle:</b>	<b>No</b>

## Position Purpose

To gain practical experience in building certification, development control and compliance within a local government environment and to learn and practice the multifunctional skills of Environmental Health and Building Surveying.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### **Essential:**

- Undertaking a degree in Building Surveying, post graduate qualification in building surveying, a degree in building construction or construction management, a degree in civil engineering or an advanced diploma in building surveying from a course accredited under the Vocational Education and Training Act 2005; upon qualification be eligible for accreditation with the Building Professional Board as a minimum category A2 Accredited Certifier – Building Surveying Grade 2.
- Satisfactory completion of academic studies at relevant stage
- Current WorkSafe NSW White Card
- Good customer service, written and verbal communication skills
- Well presented, self-motivated and capable of progressing to work independently
- A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications
- Basic understanding of development issues
- Demonstrated time management skills
- Experience in contributing to improvements to a quality management system or suggestions for other business improvement
- Current Class C Drivers licence

**Desirable:**

- Knowledge of Local Government legislation
- Eligible for accreditation with the Building Professional Board as a category A4 Accredited Certifier – Building Inspector

**Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

**Assessment of Development applications**

- Assessment of Development applications
- Liaise with relevant government authorities and the community
- Undertake research and provide advice as required
- Inspection of Buildings and work under construction
- Inspection of Health & safety areas including food shops and swimming pools
- To investigate and report on activities in contravention to the Environmental Planning & Assessment Act, Local Government Act and other relevant legislation
- General administrative support to the department as required
- Provide excellent customer service
- Develop knowledge of various policies & legislation relating to Development Control and Environmental Health & Building Surveying.
- Maintain the Swimming Pool Register

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Contribute to the overall organisation**

- Ability and participate and contribute to Business improvement processes including business mapping and workflow development.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's; Community, Councillors, Customer and Council