

Position Description

Position title	Building & Plumbing Technical Officer
Reports to	Manager Planning & Environment
Department	Infrastructure & Planning
Classification	Level 4, Local Government Industry Award (Stream A)
Last Review Date	May 2021

Position Summary

This position is responsible for assisting building compliance with all acts and regulations, through the provision of technical advice to customers, efficient assessment of basic development applications and assessing and inspecting compliance across the region serviced by Tablelands Regional Council.

Position Specific Accountabilities

- Interpret and apply relevant provisions of appropriate legislation for the assessing and processing of development applications for building and plumbing works.
- Undertake basic inspections.
- Actively assist, Plumbing Inspector, Senior Planners, Planning Officers and development engineering staff and other work groups within Council with the assessment, coordinator and progression of proposals and applications under the Building Act 1975 and Council Planning Schemes.
- Liaise with contract Building Certifiers on progression and finalisation of current applications, compliance matters and specialist advice.
- Ensure that the statutory requirements (including timing requirements) for the assessing and processing of development applications are complied with.
- Provide written and verbal statutory and technical building and plumbing advice and guidance to customers and other work units within Council in a timely manner.
- Promote and ensure excellence in building and plumbing administration and customer service
- Liaise with relevant Council Officers with respect to organisational, statutory and strategic policy matters
- Provide input into projects and contribute towards the attainment of corporate goals by ensuring
- high standards in all work areas
- Assist with the continual review and refinement of the building and plumbing assessment process, in liaison with development assessment and building teams
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping's policies and procedures.
- Maintain adequate records of building and plumbing inspections and analyse and report as required.
- Assist where necessary, in conjunction with other staff, in preparing section reports to Council and report on all relevant matters relating to your area of responsibility or as directed.
- Capture and process requests from customers ensuring that all information received and given is accurately and consistently recorded.
- Assist with the development and operation of the sections business software systems.
- Attend and if required administer meetings, workshops and presentations when required.
- Providing input into the building section budget and preparation of fees and charges on an annual basis.

Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
 - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Selection Criteria

Essential

1. Proven experience in processing building applications in a corporate system, including financial processing.
2. Experience working in a government administrative role requiring accuracy and efficiency.
3. Experience in dealing with customers from various backgrounds and industries; lodging applications and complaints.
4. Experience supporting professional officers performing assessment and investigative roles.
5. Significant level of experience in a local government building certification role or similar para/technical role.

Qualifications

- Certificate III in Business Administration (desirable)

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	



CREATIVITY



INTEGRITY



TEAM WORK



CUSTOMER SERVICE