



POSITION NAME:	TRAINEE BUILDING SURVEYOR
SECTION:	BUILDING CERTIFICATION
DIRECTORATE:	SUSTAINABLE DEVELOPMENT

1. REMUNERATION

In accordance with clause 30C for Trainee Employment and Apprenticeships as per the Local Government State Award 2017

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Building Certification Coordinator
- b) **Positions directly reporting to this position:**
nil

3. PURPOSE

The purpose of the Trainee Building Surveyor is to develop the knowledge, skills and abilities in building certification necessary to assist the functions of Council's Building Certification Section.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Planning & Environment Manager
- Senior Building Surveyor
- Staff

External

- General Public
- Representative Committees
- Other Local Governments
- State Government Agencies
- Developers / Consultants / Builders

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, 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 Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. PRINCIPAL ACCOUNTABILITIES

- Develop the knowledge, skills and abilities to assist the Building Certification Section in the relevant functions.
- Complete educational and training requirements on time and to the best of your ability

7. KEY DUTIES

To assist the Senior Building Surveyor and Building Certification Coordinator in the provision of building certification services.

This will include but not be restricted to:

- Assessment of development applications and preparation of reports with appropriate conditions of consent if applicable, related to Class 1 single dwellings and ancillary Class 10 structures.
- Advise applicants, residents, organisations and other staff on development and building certification matters relevant to knowledge, skills and experience.
- Assessment of Complying Development Certificates under the supervision of a suitably accredited certifier or within limits of individual accreditation with the Building Professionals Board.
- Assessment of applications for construction, compliance & occupation certificates under the supervision of a suitably accredited certifier or within limits of individual accreditation with the Building Professionals Board.
- Assessment of applications for building certificates under the supervision of a suitably accredited certifier or within limits of individual accreditation with the Building Professionals Board.
- Inspection, assessment and issuing of Swimming Pool Certificates of Compliance under the supervision of a suitably accredited certifier or experienced colleague.
- Execution of the swimming pool registration and inspection program.
- Inspect building works to ensure compliance with standards, legislation and consents under the supervision of a suitably accredited certifier or within limits of individual accreditation with the Building Professionals Board.
- Monitor validity of Annual Fire Safety Statements for relevant buildings, including liaising and assisting customers to ensure compliance with legislation.
- Participate in pre-development discussions as required.
- Assess applications and issue approvals for on-site sewerage management systems under the supervision of a suitably experienced colleague
- Ensure records are maintained in accordance with relevant legislation.
- Educate community stakeholders regarding relevant building related issues

8. KEY SELECTION CRITERIA

ESSENTIAL

- Year 12 HSC or be eligible to enroll in a 'Specialty Qualification' as listed in Part 2, Schedule 3 of The NSW BPB Accreditation Scheme for a Category A1 Accredited Certifier
- Demonstrated high level written and oral communication skills.
- Demonstrated high level computer skills and proficient in the use of the Microsoft Office Suite
- Demonstrated ability to work well as an individual and in a multidiscipline team environment;

DESIRABLE

- Hold a current Class C Drivers Licence or equivalent
- Hold a General Construction Induction Training Certificate (GIT or White card)
- Studied Mathematics as a part of their HSC
- Basic knowledge of the development approval and building certification process.
- Proficient in the use of AutoCAD.

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I Infrequent: exposure to the physical factor two – three times a year on average
 O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 S Seasonal: Activity involves seasonal variations
 N/A Not Applicable
 ≡ Winter
 ✱ Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery							X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X			
Standing	Tasks involve standing in an upright position without moving about			X				
Driving	Tasks involve operating any motor powered vehicle				X			
	Tasks involve driving vehicle on unsealed roads.			X				
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			X				
Walking/Running	Tasks involve walking or running on even surfaces					X		
	Tasks involve walking on uneven surfaces				X			
	Tasks involve walking up and / or down slopes		X					
	Tasks involve walking whilst pushing/pulling objects	X						
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X					
	Tasks involve climbing over or under							X

Demands	Description	I	O	F	C	R	S	NA
	machinery							
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.		X					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.							X
	1. Light lifting/carrying (0-9 Kg)					X		
	2. Moderate lifting/carrying (10-15 Kg)		X					
	3. Heavy lifting/carrying (16 Kg and above)	X						
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		X					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment			X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X						
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust			X				
Gases	Tasks involve working with gases	X						
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.		X					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X						
Working Environment								

Demands	Description	I	O	F	C	R	S	NA
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room						X	
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	X						

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: October 2017

Job Evaluation Assessment Date: Not required as it is a traineeship.

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

.....
(date)