

**POSITION TITLE:** Graduate Building Certifier **POSITION NO:** 2528

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 3 to 5 (dependant on qualifications and experience)

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGIA

**DEPARTMENT:** Liveability

**BRANCH:** Environment & Planning

**SECTION:** Development Services

**REPORTS TO:** Building Certifier

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

To provide assistance and support in the assessment, processing and certification of building applications, while developing skills and abilities to complement studies which may lead to qualifications and experience sufficient for accreditation as Level 3 Assistant Building Surveyor and licensing as a Building Certifier Level 3.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Assist in the assessment and processing of building applications consistent with skills, abilities, and experience.
2. Under supervision undertake inspections associated with building applications, consistent with skills, abilities, and experience.
3. Under supervision prepare written memorandums, advice, correspondence, and reports on a range of building matters for consideration and endorsement by a Supervisor or Manager.
4. Provide effective service to customers in dealing with applications and enquiries.
5. Work effectively as a member of a team to provide assistance and contribute to the operations of the Planning and Land Management Department.
6. All employees are bound to act in accordance with the *Local Government Act 1993* and the provisions of Council's Code of Conduct.
7. Complete additional activities and reasonable directions given by management.

### 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

### 4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary Qualification (completed or substantial completed) in building surveying or relevant field acceptable to the accrediting body established pursuant to the Queensland Building Act 1975.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).

### 5. KEY SELECTION CRITERIA

1. Basic knowledge and understanding of relevant building legislation, standards, and codes, and of the needs of the building and construction industry.
2. Sound oral and written communication skills and numeracy skills, with ability to prepare under direction clear written instructions, correspondence, and reports.
3. Ability to manage time effectively and to solve problems to achieve required outcomes within required time frames.
4. Good customer service skills with the ability to provide accurate and timely advice in a helpful manner.
5. Ability to work cooperatively in a multi-disciplinary team environment with personal leadership values of respect, integrity, and equity.
6. Computer skills in word-processing, spreadsheets, email, and the internet.

### WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

### CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

### FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

### INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>General Manager Liveability:</b> Peter O'May	Signature: 