



POSITION DESCRIPTION

TECHNICAL OFFICER

BUILDING AND PLUMBING SERVICES

POSITION DETAILS

Position No.	000653	Department	Development Services
Employment Status	Ongoing part-time	Location	Civic Centre
Unit	Building and Plumbing Services	Classification	Technical/Inspectorial Level 3

POSITION OBJECTIVE

This position encompasses a range of administrative and technical duties in the regulatory Building and Plumbing Services Unit of the Development Services Department.

The position provides technical and administration support and assists in delivering accurate and timely information to Council's customers and clients on regulatory building and plumbing matters.

KEY FUNCTIONS AND RESPONSIBILITIES

General Departmental

- Provide technical and administrative support to the Building and Plumbing Services Unit inspectorial team.
- Carry out initial assessments of building and plumbing applications.
- Prepare outgoing correspondence of a routine administrative nature as directed by the Coordinator.
- Undertake administrative duties relating to the processing and monitoring of Council applications, and Section 337 certificates to a high level of accuracy.
- Prepare relevant plumbing and building approval documentation, certificates, and notices in accordance with Development Services Department procedural requirements and to a high level of accuracy.
- Maintain and retrieve records of building, plumbing, and planning applications as required.
- Undertake routine and procedural compliance inspections for strata titles and update Council records accordingly.

- Provide support to the Customer Service Unit in relation to actions and responsibilities of the Department. Assist with more complex customer enquiries within the scope of experience and training.
- Provide administrative support services to other areas within the Development Services Unit, as required.

Other Duties

- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level undertake technical work at an experienced level and within the scope of the role.

Judgment and problem solving: Work is undertaken with limited supervision and to the specifications of more senior members of the Building and Plumbing Unit.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position mostly has contact with other staff in the Development Services Department.
2. **External** – The position has contact with applicants, builders, plumbers, architects, developers and Government agencies.
3. **Direct Reports** - This role reports to the Coordinator Building and Plumbing Services and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated ability to interpret building and site plans, drawings, and maps.
- The ability to plan, organise and prioritise a range of technical and administrative tasks to well established guidelines.
- Sound written communication skills with the ability to draft routine correspondence.

- An understanding of the procedures involved in the plumbing and building statutory functions within local government.
- Competent computer and keyboard skills using Microsoft Office products and Council specific software.
- Sound interpersonal skills and the ability to confidently deal with public and developer enquiries in a polite and efficient manner.
- Enthusiasm and ability to work co-operatively as part of a team, but when necessary to also work independently as required.
- Good time management skills.

Licences

- Current unrestricted motor vehicle driver's licence.
- White Card, Working Safely in the Construction Industry, or the ability to acquire

Desirable

- A vocational qualification at the Certificate III in a field relevant to the position.