

POSITION DESCRIPTION

Building Surveyor Trainee
(POS1114 & POS1691)

Directorate:	Planning & Compliance	Department:	Community Standards
Position Grade:	Trainee	Reports to:	Coordinator Building & Compliance
Last review:	June 2021	Next review:	June 2023
		Version No.:	1.0

Position purpose:

To provide administrative assistance and field support to the Building Surveying staff, whilst undertaking formal study and learning the regulatory and compliance requirements of building surveying within the Local Government environment.

Key accountabilities/responsibilities:

Responsible for:

- 1) Undertaking structured training and/or tertiary study as required by the traineeship, and other short courses as identified.
- 2) Ensuring customer enquiries, building status enquiries and complaints are handled courteously and referred to supervising staff efficiently and effectively.
- 3) Ensuring work is prioritised and carried out within required timeframes ensuring that deadlines are met.
- 4) Ensuring records are accurate and maintained on Council's record systems.
- 5) Assisting Building Surveyors in assessment and processing of Construction Certificates, Building Certificates within agreed time frames.
- 6) Undertaking as required, relevant building inspections and issuing appropriate correspondence in accordance with office practises, Council policies and State provisions.

Decisions made in the position:

- 1) As per the delegations of the position.

Decisions referred:

- 1) Decisions referred must be in accordance with the position delegation.

Key issues/challenges:

- 1) Timely and accurate assessment of Construction Certificates, Building Certificates.
- 2) Awareness and understanding of changes to legislation and policy.
- 3) Ensuring a high level of customer service principals in delivering of all aspects of the position.
- 4) Investigating and resolving complaints and requests for information from the community and other stakeholders regarding a broad range of Building issues.
- 5) Completion of daily duties and responsibilities.
- 6) Prioritising work / competing priorities.
- 7) Assisting in updating policies and procedures and creating new policies and procedures where required.

Key working relationships:

- Building and Compliance Team
- Administrative Support Staff
- Statutory Planning Team and Customer Service
- Community

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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Studying for a Degree, Graduate Diploma or Diploma in Building, Engineering or Construction Field.
- Current Class C Drivers Licence

Experience

- Demonstrated genuine interest in Building Surveying as a career
- Demonstrated verbal and written communication skills
- Demonstrated interpersonal and customer service skills with the proven ability to interact courteously and effectively in a range of situations

Knowledge and Skills

- Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated skills in the use of Microsoft Office applications
- Proven ability to work flexibly and effectively in a team environment
- Demonstrated ability to apply accuracy and attention to detail
- Commitment to ongoing study/training and personal development

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- WHS White Card
- Demonstrated understanding of the role, procedures and functions of Local Government

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous