

Position Description



Position Title	Building Certifier
Department	Operations
Reports to	Coordinator Building Certification
Grade	10
Date reviewed	February 2021

Primary Purpose

The Building Certifier will provide Snowy Monaro Regional Council and its community with technical advice, assessment and recommendations on building, construction and town planning matters.

The Building Certifier will promote and exemplify Council's vision as "A Trusted Community Partner", and the values which support this: Solutionary, Together, Accountable, Innovative, Caring.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities






- Act as a Certifier on behalf of Council to assess and inspect construction, determine construction, occupation and complying development certificate applications and undertake building certification tasks ensuring compliance with the relevant Acts, Regulations, Council Policies and Codes and within the limitations of the delegations of authority and level of accreditation held relevant to the position.
- Undertake plumbing and drainage assessments and inspections including on-site effluent management systems ensuring compliance with the relevant Acts, Regulations, Council Policies and Codes and within the limitations of the delegations of authority relevant to the position.
- Undertake inspections and assessments of Building Information Certificates and determine those applications/certificates ensuring compliance with the relevant Acts, Regulations, Council Policies and Codes and within the limitations of the delegations of authority relevant to the position.
- Meet with applicants and, where appropriate, mediate a satisfactory outcome in accordance with the relevant legislation, Building Code of Australia and Australian Standards.
- To ensure that newly erected, altered and existing buildings have the appropriate certification for all essential fire safety measures pursuant to the Environmental Planning & Assessment Regulation.
- Participate in internal meetings such as Development Control Unit with other assessment and professional staff.
- Investigate, carry out, document and represent Council on any illegal non-compliances and unauthorised land uses for breaches of the Local Government Act, Environmental Planning and

Assessment Act, Building Code of Australia within the limitations of the delegations of authority relevant to the position.

- Undertake assessments of different types of applications under relevant legislation including but not limited to Environmental Planning and Assessment Act 1979, the Local Government Act 1993, Swimming Pools Act within the limitations of the delegations of authority relevant to the position.
- Promptly and accurately register and record all correspondence and documentation including emails into Council's electronic Records Management System.
- Respond to verbal and written requests for advice from applicants and the public concerning development and certification matters relevant to the role, including participation in daily counter enquiry and telephone enquiry roster in a confidential manner.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Building Certification, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Adept

Essential Criteria

1. Tertiary qualification in Building Surveying or equivalent and hold a current registration as a Building Surveyor A3 (all classes of building).
2. Demonstrated knowledge of legislative requirements and experience in performing the role of a practicing Building Certifier.
3. Working knowledge of all Windows and Microsoft Office products.
4. Strong oral and written communication skills.
5. Excellent customer service philosophy allowing the position to deal effectively with a diverse range of clients and situations.
6. Knowledge and understanding of the principals of EEO and WHS.
7. Ability to consistently produce quality work to agreed deadlines.
8. Demonstrated ability to work in a team environment and provide leadership/mentoring to other Registered Certifiers in the team.

9. Demonstrated experience in providing effective quality customer service as part of a multi-disciplinary team.
10. Current Class C drivers licence.

Desirable Criteria

1. A solid working knowledge of the background fundamentals of the development industry including health, building, planning and subdivision processes.
2. Working knowledge of "On-Site Sewage Management Systems OSSM".
3. Working Knowledge of the "Planning for Bushfire" requirements.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date