

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Cadet Building Surveyor
Directorate	Economic and Community Development
Department	Planning, Building & Health
Location	Leeton Shire Council Office, Chelmsford Place, Leeton
Salary Grading	Grade T5 – T10 (depending on age and relevant qualifications and/or experience)
Employment Status	<p>Cadetship 2-3 years (must complete skill set training CPCSS00005 to be registered as Building Surveyor Restricted (class 1 and 10) Option to extend cadetship with 3 years additional training to complete the Advanced Diploma of Building Surveying CPC60121. With the advanced Diploma you will be eligible to be registered as Building Surveyor Restricted (all classes of buildings)</p> <p>Full time employment upon completion of cadetship – Applicant must be willing to work for Leeton Shire Council for a minimum term of 3 years upon completion of cadetship</p>
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.
Supervisor	Building Surveyor
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Manager Roads & Drainage▪ Regulatory Services Coordinator▪ Manager Water & Wastewater▪ Manager Open Space & Recreation▪ Drainage & Development Engineer▪ Town Planner▪ Environmental Health Officer/ Building Inspector
Key External Stakeholders	<ul style="list-style-type: none">▪ NSW Fair Trading formerly known as Building Professional Board▪ Community Organisations

- Aboriginal Lands Council
- General Public
- Government Agencies
- Murrumbidgee Irrigation

PRIMARY PURPOSE OF POSITION

- ❖ Under guidance of the Building Surveyor assist with the provision of building certification services and support basic planning and building functions across the Shire.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used

Strategy:

- ❖ Contribute to the review and updating of internal business processes

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries
- ❖ Provide specialist information and advice to customers within relevant level of accreditation and delegation

People Management:

- ❖ NIL

Operations:

- ❖ Under the guidance of experienced supervisors and colleagues, the cadet will develop skills, knowledge and experience associated with Building activities and be able to assist with the assessment of Development and Construction Certificate Applications.
- ❖ Carry out daily administrative duties in line with experience and training.
- ❖ Maintain registers for management and record keeping purposes.
- ❖ Contribute to system and process improvements for the Building, Planning and Health services team.
- ❖ Provide assistance to the Leeton Shire community as required, offering outstanding customer service.
- ❖ Develop communications/educational material for builders, developers and community.
- ❖ Stay abreast of legislative/regulation changes.
- ❖ Ensure customer confidentiality is maintained at all times.
- ❖ Apply Council work practise, policies, procedures and guidelines in meeting the expectations and requirements of Council's internal and external customers.
- ❖ Undertake training as required
- ❖ Any other activities as instructed by Manager Planning, Building and Health.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability

- ❖ On commencement, new staff must present evidence of having received current Covid-19 vaccinations
- ❖ Working safely so as not to put yourself or others at risk

- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- ❖ Attend all WHS training

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

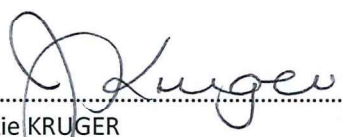
1. Higher School Certificate and be eligible to enrol and complete skill set training CPCSS00005 as Building Surveyor Restricted (class 1 and 10), with a commitment to complete all assignments on time and complete skill set training within the require timeframe (2-3years).
2. Complete the Building Regulation short course – within 3 months of appointment.
3. Possess or be willing to obtain Safework NSW General Construction Induction Card (White card)
4. It is mandatory to possess and maintain a Class C driving licence. Failure to maintain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrate excellent interpersonal skills with the general public and fellow employees and to communicate with the general public and participate in meetings/groups discussions.
2. To be capable of writing standard reports using sound written communication skills.
3. Demonstrate an ability to solve problems by examination and analysis of available options.
4. Demonstrate a working knowledge of IT related systems required within a Council environment.
5. Be a team player and capable of gaining and maintaining peer respect.
6. Accept participation in and willingness to attain skills training as and when required.

Desired Requirements:

- ❖ Relevant experience in Planning



 Jackie KRUGER
 General Manager

I hereby accept the terms and conditions set out in this position description for **Cadet Building Surveyor**.

Dated this day of 20.....

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 Signature