



POSITION TITLE	Building & Health Surveyor
GROUP / DEPARTMENT	Office of GM
REPORTING TO	Manager Environmental Services
DIRECT REPORTS	Building & Health Service Trainee
EMPLOYMENT BASIS	Permanent Full Time Local Government State Award
GRADE	Band 3 Level 3 Grade 13 to 15 (dependant on experience)

POSITION PURPOSE

- To provide Councillors, staff, ratepayers and developers with specific advice on all public health and building related matters.
- Organise and manage Council's day to day Health and Building Development functions in accordance with Council's statutory obligations and Council policies.
- Be responsible for the formulation, assessment and review of Council's public health and building plans, control policies and guidelines.

LINKS (INTERNAL)

- Manager Engineering & Assets
- Town Planning Officers
- Trainee Building Surveyor
- Environmental Services Support Officer
- Customer Service Officers

LINKS (EXTERNAL)

- Ratepayers
- General Public
- Private Industries
- Government Departments
- Other Local Governments
- Council's Solicitors
- Council's Consultants
- Community Organisations
- Public Committees
- State and Federal politicians

KEY RESPONSIBILITIES/ACCOUNTABILITIES

Building Control

- Undertake certification work within level of accreditation issued by the Building Professionals Board.
- Assess and determine applications received by Council.
- Undertake inspections and regulatory functions under the Plumbing and Drainage Act.
- Undertake enforcement action as required.
- Prepare correspondence on Council related work.
- Coordinate and undertake swimming pool barrier inspections in accordance with Council's inspection program.
- Coordinate and undertake essential fire safety program.

Staff Supervision

- Supervise, guide, coach and mentor the Building & Health Service Trainee

Public Health

- Coordinate and undertake food premises inspections.
- Coordinate and undertake skin penetration inspections.
- Coordinate and undertake water sampling of treated water supply.
- Coordinate and undertake caravan park inspections and approvals.
- Coordinate and undertake public health promotions activity and education programs.
- Coordinate and undertake public pools inspections.
- Undertake enforcement action as needed.
- Coordinate Council participation in the arbovirus monitoring program.
- Coordinate and undertake an on-site sewage management program.

General

- Regularly review and maintain procedures for building and public health functions of Council.
- Organise and carry out functions of Environmental Services relevant to building and public health commensurate with qualifications, certification and experience of the job holder.

SELECTION CRITERIA

Essential

1. Recognised tertiary qualification in Applied Science (Building and Environmental Health) or equivalent.
2. Certified Accreditor by the Building Professionals Board.
3. Sound problem solving and conflict resolution skills.
4. Extensive working knowledge of all environmental health and building control legislation, acts, regulations, statutes, procedures and policies.
5. Working knowledge of a range of computer software.
6. Ability to develop reports for presentation to Council meetings.
7. A basic understanding of town planning principles and processes.
8. Current "C" Class Driver's Licence.

Desirable

9. Working knowledge of Geographical Information Systems (GIS).
10. A2 Certified Accreditor

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

Leadership - We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.

Excellence – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.



Accountability – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.

Delivery – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council’s Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.

Approved by: John Rayner
Position Title: General Manager
Date approved: 12/05/2020

Employee Name _____ Employee Signature _____ Date _____