Position Description
Trainee Health & Building Surveyor

Updated: October 2026

Position Details	
Position No:	500 362
Department	Planning and Community Services
Employment Status:	Fixed Term - Full time (4 years)
Reporting to:	Manager Building Certification
Direct Reports:	0
Indirect Reports:	0
Financial Delegation:	Nil
Band/Level	Traineeship Band
Grade:	T4 - T10
Allowances	Nil

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

The Trainee Health and Building Surveyor works closely with the Manager Building Certification and Manager Environmental Health and Regulatory Services to assist in all facets of the department relating to Environmental Health, Building Certification, Residential Development Control and Regulatory services, whilst receiving on the job training and completing various courses to perform the required tasks, including registration though the NSW Building Commission.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

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Key Accountabilities

Position Accountabilities

1. To successfully complete each trimester/semester of tertiary study
2. Support staff in Planning and Environmental Department
3. Learn Process to carry out functions to fulfil Council's planning roles under the Environmental Planning and Assessment Act 1979
4. Acquire knowledge of the National Construction Code and other relevant legislation.
5. Undertake activities under section 68 of the local government Act 1993, and the investigation and enforcement of activities under section 124 of the Local Government Act 1993, and the Plumbing and Drainage Act 2011, including the preparation of drainage diagrams
6. Learn the process to carry out building projects co-ordination, the building assessment and certification role.
7. Process, provide information and respond to submission, verbal and written requests for advice from applicants and the public concerning building certification matters.
8. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act.*
- Identify, assess and treat risk relevant to the position.
- Monitor the implementation of the Work Health Safety Management System (WHSMS) in the work area.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Position Requirements

Essential

1. NSW Provisional or Full Driver's Licence
2. SafeWork NSW Construction Induction (White Card)
3. Eligibility to commence (or already commenced) study to gain relevant qualifications in building certification.

Desirable

1. One to two years workforce experiences would be an advantage
2. Sound Microsoft Office skills, particularly with work and outlook.

For this Positions there are mandatory job training requirements to be satisfied

This positions requires that the successful incumbent undertake and successfully complete the following mandatory training in order to fulfil the requirements of this role.

1. Advanced Diploma of building Surveying
2. Plumbing and Drainage Appreciation
3. Public health and food premises training as available

Key Relationships

Who	Why
Internal	
Manager Building Certification	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Council Staff	• Work Collaboratively to achieve desired outcomes • Manage expectations and resolve issues
External	
Customer	• Provide friendly, responsive, accurate and consistent information, advice and service

Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Foundational
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
Relationships 	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results 	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
Resources 	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council’s policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name: ……..

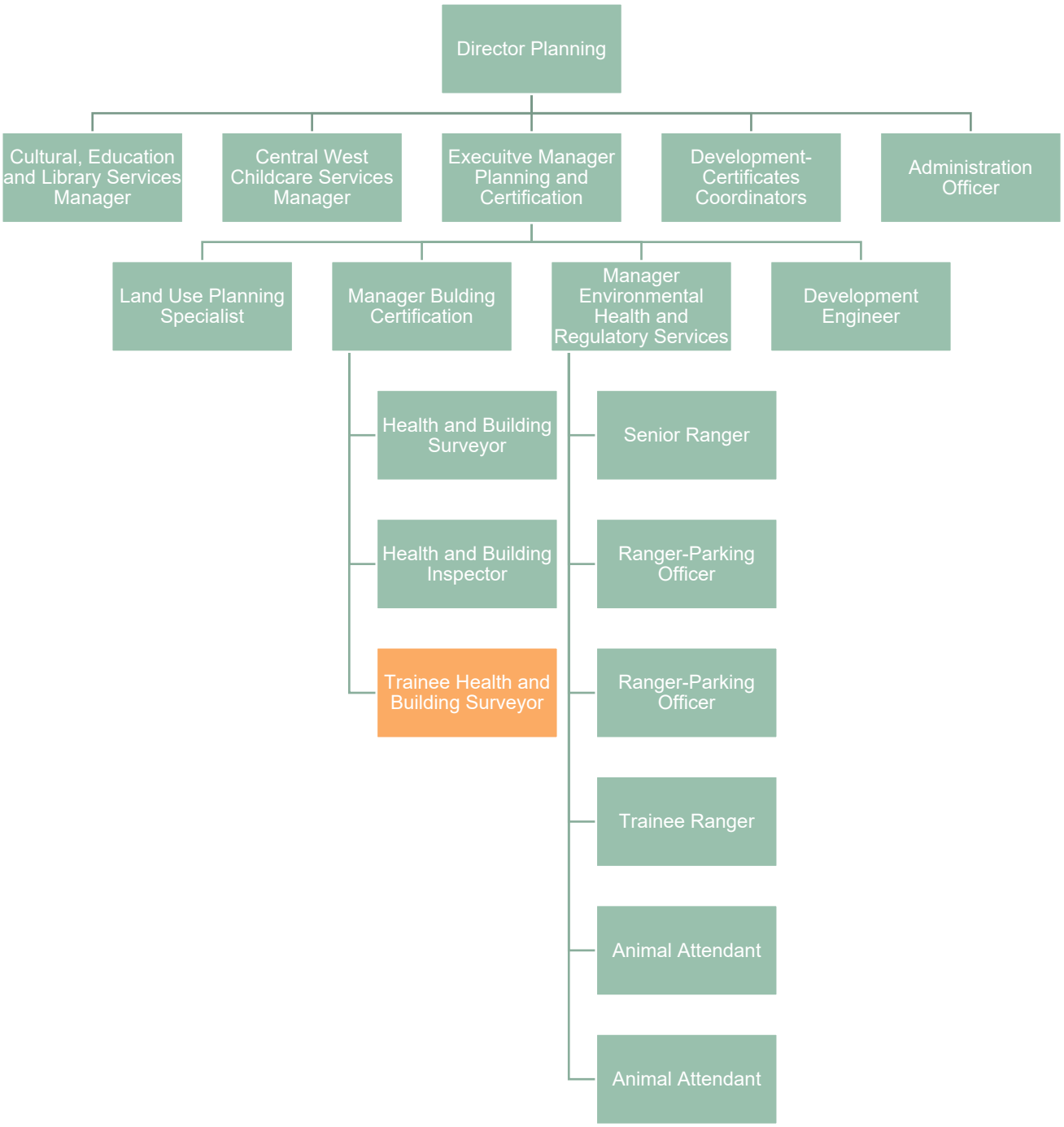
Signature: ……..

Date: ……/ ……/ ……

ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Workers	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, Administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	**Performance Measure**
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	– Work in a safe manner without risk to themselves, others or the environment. – Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work). – Report all incidents, hazards, injuries, illness or property damage, theft or loss. – Participate in agreed WHS consultation arrangements – Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. – Seek assistance/clarification if unsure of WHS rules or procedures. – Report any faulty tools or plant. – Correctly use and maintain all personal protective equipment provided as required. – Complying with emergency and evacuation procedures. – Participate in any required WHS training or induction. – Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. – Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	– To complying with WHS requirements contained within relevant tender/contract documents. – Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees. – Report and share safety concerns/information regarding a worksite where Council workers are present.

ANNEXURE B - Organisational Chart



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