



POSITION DESCRIPTION

ADMINISTRATION OFFICER

BUILDING AND PLUMBING SERVICES

POSITION DETAILS

Position No.	000692	Department	Development Services
Employment Status	Ongoing Part time	Location	Civic Centre
Unit	Building and Plumbing Services	Classification	Administration/Clerical, Level 2

POSITION OBJECTIVE

This position encompasses a range of administrative duties focussing on the Building and Plumbing Services Unit of the Development Services Department.

The position provides administration support and assists in delivering accurate and timely information to Council's customers and clients.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide administrative support to the Building and Plumbing Services Unit, including liaising and communicating with other Council departments as required.
- Draft outgoing correspondence of a routine administrative nature to a high level of accuracy as directed by the Building and Plumbing Unit Coordinator.
- Undertake the following administrative duties to a high level of accuracy:
 - process Council building applications;
 - prepare building and plumbing permits;
 - process Section 337 certificates;
 - create certificates of completion for building and plumbing permits;
 - maintain records of building and plumbing applications and other relevant documentation as required.
- Assist with customer enquiries within the scope of experience and training.

- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks and work under general supervision.

Judgment and problem solving: Employees use limited discretion in undertaking work as part of a team within well-established work practices and guidelines.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position mostly has contact with other staff in the Development Services Department.
2. **External** – The position has contact with applicants, builders, plumbers, architects, developers, consultants, community groups and individuals, local government professionals and Government agencies.
3. **Direct Reports** - This role reports to the Coordinator Building and Plumbing Services and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Well-developed administrative skills and the ability to plan, organise and prioritise a range of administrative tasks to well established guidelines and to a high level of accuracy.
- Sound written communication skills with the ability to draft basic correspondence.
- Competent computer and keyboard skills using Microsoft Office products.
- Sound interpersonal skills and the ability to confidently deal with public and developer enquiries in a polite and efficient manner.
- Enthusiasm and ability to work co-operatively as part of a team, but when necessary to also work independently as required.
- Ability to interpret building and site plans, drawings and maps or ability to acquire this skill.
- Good time management skills.

Licences

- Current unrestricted motor vehicle driver's licence.

Desirable

- A vocational qualification in business or administration at the Certificate III level.
- Experience in local government.
- Ability to understand and interpret legislation relevant to the role.