

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	ENVIRONMENTAL HEALTH AND BUILDING SURVEYOR
Status:	Permanent Full Time
Hours:	35
Reports to:	Executive Manager – Development and Environmental Services
Directorate:	Development and Environmental Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award 2026 CSC Salary System - Band 3, Level 3 – A to I \$1,956.10 to \$2,332.72 gross per week Leaseback Vehicle: currently \$83.68 per week
Relationships:	All Managers; other Council staff; commercial, industrial and development professionals; consultants and legal professionals; government organisations; and members of the public.

Position Summary

This position is responsible for working effectively as a key member of the organisation, as part of the Development and Environmental Services team at Council, delivering high quality environmental health, development assessment and building certification services.

Key Responsibilities

- Undertake assessment of development, construction certificate and section 68 applications.
- Undertake certification/inspections functions associated with the Local Government Act, the Environmental Planning & Assessment Act, the Food Act, Public Health Act and the Protection of the Environment Operations Act.
- Conduct critical stage and other inspections of residential, commercial and industrial building/premises for component compliance, safety and building certificates commensurate with level of Accreditation Level.
- Where required, undertake compliance and enforcement functions in relation to building, development, health and environmental matters that affect the Local Government Area.
- Maintain appropriate level of Building Certification.
- To develop and implement community education programmes in consultation with the Executive Manager, Development & Environmental Services.
- To liaise with appropriate/relevant committees and departments, all statutory authorities and agencies, as relevant to the role.
- Preparation of correspondence and reports.
- Any other duties as required and relevant to the role.

Position Criteria

Essential Qualifications, Licences and Experience

1. NSW Department of Fair Trading Accreditation Level (A1 – A4) or eligibility to attain accreditation from the Building Professionals Board.

2. Tertiary qualifications relevant to the role and willingness to obtain additional qualifications where required.
3. Current Class C Driver's Licence.
4. Current WH&S Construction Induction Certificate (White).

Essential Skills

5. Substantial experience relevant to the role including legislative interpretation e.g. Building Code of Australia, Environmental Planning and Assessment Act, Public Health Act, Food Act, Local Government Act, applicable Australian Standards etc.
6. Highly developed time management, planning, administrative and computer skills, including Microsoft Office.
7. Highly developed communication (oral and written) and interpersonal skills including conflict resolution and negotiation skills.
8. Demonstrated ability to work effectively in a team and independently
9. Demonstrated ability to deliver quality customer service, contribute to service improvements and adapt to change.

Desirable Qualifications, Licences skills and Experience

10. Experience in a similar role
11. Experience using Authority Corporate Management System, IntraMaps and Trapeze

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award 2026.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel,

and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____