



## Building Certifier

### POSITION DESCRIPTION

<b>Position Number:</b>	3790	<b>Position Status:</b>	Permanent Full Time
<b>Portfolio:</b>	Communities and Environment	<b>Classification:</b>	QLGIA (Stream A) Level 5
<b>Business Unit:</b>	Planning and Development	<b>Reports To:</b>	Principal Building Certifier
<b>Team:</b>	Built Environment	<b>Revised:</b>	December 2025

  

<b>Human Resource Delegation:</b>	Nil	<b>Financial Delegation:</b>	Nil
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#### **General Position Statement:**

This position supports Council's direction by assisting in the performance of Livingstone Shire Council's commercial Building Certification service, in accordance with relevant legislation and Council policies in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

#### **Specific Responsibilities:**

This position has the following responsibilities:

1. Coordinate, assess, review and determine development applications for building works and concurrence agency assessments under the Queensland Development Code.
2. Day to day administration of the requirements of the Building Act and its associated regulation including the review and assessment other applications for matters relating to building compliance.
3. Conduct inspections and assessments of swimming pool safety and all building classes throughout construction stages, ensuring compliance, issuing final completion certificates, and preparing related correspondence, notices, and assessments for building development, concurrence agency matters, and pool safety applications.
4. Provide specialist technical advice on building matters to the public, Council, and internal units to ensure compliance with relevant building regulations and represent Council as an expert witness in Building/Development Tribunals when required.
5. Provide input and recommendations on Council's policies and procedures to ensure they are kept current with relevant legislation and associated building codes.
6. Develop and prepare reports on building development applications and other associated issues.

7. Contribute to a customer service focussed culture which is committed to Council's values and strategic objectives.
8. Manage customer service requests, complaints, general enquiries and transactions to ensure prompt identification and appropriate action.
9. Maintain clear and accurate records that support service delivery, transparency, and good governance.
10. Always act as a role model for Council's Values and Behaviours at all times and display an elevated level of professional and ethical conduct.
11. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
12. Refer matters which may impact upon the business, Council and employees to the relevant supervisor or manager.
13. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Position Requirements:**

#### **Skills/Competencies**

1. Demonstrated knowledge of the *Building Act* and associated regulations, the *Building Code of Australia*, relevant Australian Standards, thorough knowledge of work practices and policies within the building industry, the *Planning Act*, planning scheme operation and local laws.
2. Demonstrated ability to interpret plans and drawings.
3. Excellent communication (written and verbal) and interpersonal, conflict resolution and negotiation skills with a strong commitment on the provision of quality customer service.
4. Proven time management, planning and organisational skills to effectively prioritise inspections, meet statutory deadlines, and manage multiple building compliance tasks concurrently.
5. Ability to effectively operate Council's computer systems including Finance One, Council's corporate record management system and the Microsoft Office Suite.

#### **Mandatory Qualifications, Licences and Experience**

1. Bachelor of Building Surveying and Certification or Advanced Diploma of Building Surveying and substantial building certification and construction experience.
2. Accreditation as a Level Two Building Certifier (All Classes of Buildings up to three storeys and 2,000 square metres floor area)
3. Eligibility for membership to the Australian Institute of Building Surveyors.
4. Construction Industry Induction (White Card).
5. Hold a Swimming Pool Safety Inspector Licence.



6. Possess and maintain a current motor vehicle driver's licence.

### Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Authorised Persons/Powers of Entry training.

### Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### Physical Requirements

1. Ability to work in an outdoor and/or office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A and B and Tetanus.
6. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: *'...exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work.'*
7. During the course of normal duties the incumbent may be required to perform:
  - (a) constant dynamic standing/walking;
  - (b) walking uneven ground;
  - (c) climbing ladders; and climbing in and out of vehicles;
  - (d) repetitive and sustained bending and stooped positions;
  - (e) working in awkward postures, and occasionally in confined spaces; and
  - (f) constant static and dynamic balance.

### Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.



Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.







## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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### SELECTION CRITERIA

<b>Position Number:</b>	3790	<b>Position Status:</b>	Permanent Full Time
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<b>Business Unit:</b>	Planning and Development	<b>Reports To:</b>	Principal Building Certifier
<b>Team:</b>	Built Environment	<b>Revised:</b>	December 2025

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2. Demonstrated knowledge of the *Building Act* and associated regulations, the Building Code of Australia, relevant Australian Standards, thorough knowledge of work practices and policies within the building industry, the *Planning Act*, planning scheme operation and local laws.
3. Demonstrated ability to interpret plans and drawings.
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5. Proven time management, planning and organisational, to effectively prioritise inspections, meet statutory deadlines, and manage multiple building compliance tasks concurrently.



**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take into account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

