



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION: BUILDING CLERK

CORPORATE INFORMATION

1. **Position Level:** Admin 4 Step 1
2. **Remuneration:** Salary will commensurate with qualification and experience (to be discussed during the interview). This is an open contract position subject to annual performance appraisal.
3. **Duty Station:** Civic Centre Building, 169 Vitogo Parade, Lautoka
4. **Reporting Responsibilities:**
 - a) Reports to: Head of Planning & Development

(Acting Director Building / Engineering Services)
 - b) **Liases with:** Head of Planning & Development, Town Planner, Team Leader Building/ Engineering Assessment (Manager Building/ Engineering Services), Team Leader Assets, Subdivision Assessment & Compliance Officer, all other planning and development staffs, other Department Heads and Sub-Heads, Stakeholders, contractors, consultants and other agencies and NGO's
 - c) Subordinates: NA

ROLE PURPOSE: We are seeking a highly motivated and organized individual to join our team as Building clerk. In this role, the Building Clerk is responsible for providing clerical and administrative support to the Building and Engineering Department. This role is a vital link between the public and the department, facilitating the development/ building permit process, maintain filing systems, managing official records, maintaining department office, receiving complaints, taking inspection appointments, and ensuring compliance with all municipal council legislations and regulations including adhering to the standard operating procedure of the Building and Engineering Department (Planning & Development Department).

The ideal candidate will be highly organized, detail-oriented, and possess excellent communication skills to assist the public and internal staff.

KEY RESPONSIBILITIES

1.1 Assist in Permit Application and Processing:

- Receiving applications, registration of building and subdivision development applications, forwarding application for review to other departments
- Assist in the consideration/ approval process of building and subdivision development applications. Releasing approved plans, development permits, and other related documents to the developers and consultants.

- Verify that applications are complete, include all necessary documentation (e.g., plans, legal descriptions), and meet initial submission requirements.
- Calculate and collect permit/ application fees and other associated payments.
- Preparing files and documentation for referral of application to stakeholder agencies.

1.2 Customer Service and Public Relations:

- Act as the primary point of contact for the public, both in person and over the phone, regarding building permits, subdivision developments, complaints and related inquiries.
- Answer general questions about building codes, ordinances, and departmental procedures.
- Receive and direct complex inquiries or complaints to the appropriate Building Inspector or Department staff.

1.3 Records Management and Administration:

- Maintain and update a comprehensive database of all building permits, application for subdivisions development, applications, and inspections.
- Organize and manage physical and digital files, including plans, reports, and correspondences.
- Assist in preparation and filing monthly, quarterly and yearly reports on departmental activities for municipal leadership.
- Assist in scheduling and tracking building inspections.
- Maintain filing system of Building and Engineering Department.
- Photocopying of plans and related documents from the Building and Engineering files as and when required by the Department staff.
- Maintain Building/ Engineering Department office.
- Conduct stock-take of department assets, stationaries, etc as and when needed. Discuss with the Head of Department if requiring to order new to maintain effective office functioning.

1.4 General Office Support:

- Provide administrative support to the Building Inspectors and other department staff in the Planning and Development Team.
- Manage incoming and outgoing mail and correspondence including electronic mails.
- Monitor and maintain an inventory of office supplies and departmental forms.
- Any other administration work required to be attended too by the Head of Department.

PERSON SPECIFICATION These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included. In addition to an appropriate qualification (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

- Tertiary qualification - Diploma in related field in public, office administration or construction studies.
- A minimum of two years of administrative or clerical experience is required, preferably within a municipal or government setting will be an added advantage.

- Experience with building functions and property standards is highly desirable.
- Sound working knowledge of computers and software, including the Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication and interpersonal skills.
- Valid Driver's license – Group 2 Manual

Skills and Abilities

- **Communication:** Excellent written and verbal communication skills, with the ability to deal with the public tactfully and diplomatically.
- **Organizational:** Strong organizational skills and exceptional attention to detail to manage a high volume of documents and data accurately.
- **Problem-Solving:** The ability to solve routine problems, follow instructions, and work both independently and as part of a team.

Personal Character All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Council is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.