



POSITION DESCRIPTION

Position:	Building Surveyor
Grade:	15
Section:	Building
Date Created:	March 2007
Date Revised:	February 2016

1. Position Objectives

- 1.1 To comply with the Local Government Act, 1993 (NSW), Environmental Planning and Assessment Act, 1979, Protection of the Environment Operations Act, 1997, the Building Code of Australia and other relevant acts and regulations.
- 1.2 To assess applications in accordance with the requirements of the Environmental Planning and Assessment Act, Building Code of Australia and other relevant legislation including the Local Environmental Plan and Development Control Plans.
- 1.3 To provide support to the Building Assessment Section.
- 1.4 To provide professional advice to developers and the general public in relation to development matters relevant to the division.
- 1.5 Develop and maintain a personal image and corporate perspective which embodies quality service with responsiveness to Council's customers and staff to achieve efficiency, economy and ethical purpose.

2. Key Responsibilities/Duties

- 2.1 To assess development applications, construction certificates applications, occupation certificate applications, complying development certificate applications, and other applications of similar nature in accordance with the requirements of the Environmental Planning and Assessment Act, 1979 and other relevant legislation.
- 2.2 To assess applications to install and operate systems of sewage management in accordance with the requirements of the Local Government Act 1993.
- 2.3 To undertake critical stage building inspections as required for the purposes of issuing certificates as required by the Environmental Planning and Assessment Act, 1979 and Local Government Act, 1993 under supervision.
- 2.4 To provide professional advice to the general public in relation to matters relevant to the division.

- 2.5 To communicate and promote Council's policies and DCP's to the community.
- 2.6 To ensure customer service, communications and dealing with customers and external bodies are of a highly professional standard.
- 2.7 To participate in training programs.
- 2.8 Ability to learn, understand and interpret legislation, development control plans and Council's policy.
- 2.9 Customer relations.
- 2.10 Ability to work in a team environment.
- 2.11 Effective written, oral and interpersonal communication skills.
- 2.12 Ability to explain and exchange information within the organisation and the public.
- 2.13 Ability to actively contribute to the overall performance of the Section.
- 2.14 To create and maintain full and accurate records which document activities and decisions and file these records into Trim.
- 2.15 Handle records with care, not destroy records without authority and protect sensitive records from unauthorised access.
- 2.16 To be aware of Council's policies and procedures for managing records.
- 2.17 Adhere to Council's Code of Conduct and policies of the day.
- 2.18 Additional duties as required within the limits of the employee's skill, competence and training.

3. Organisational Relationship

- 3.1 Reports to: Building Assessment Team Leader
- 3.2 Internal Liaison: Directors
Managers
Staff
- 3.3 External Liaison: Customers (Ratepayers, builders, developers)
Government Agencies
- 3.4 Section Responsibilities: Development Assessment, Building Construction Assessment, Land Use Matters, Sewage Management, Illegal Dumping, Unauthorised Development, Compliance with Development Consents, Animal Shelter, Companion Animals, Dog Attacks, Parking, Food Shops, Public Health, Swimming Pools, Fire Safety, Abandoned Vehicles, Backyard burning and many other related things.

4. Extent of Authority

- 4.1 In accordance with Council's Policies under supervision and as delegated from time to time by the General Manager.
- 4.2 Authority to act in accordance with delegations.

5. Accountability

- 5.1 Directly to the Building Assessment Team Leader.
- 5.2 The performance of the incumbent will be measured principally by:
 - 5.2.1 The ability to meet timeframes and programs for quality work outcomes.
 - 5.2.2 Ability to show initiative and problem solving for solutions.
 - 5.2.3 Interpersonal skills in dealing with others.
 - 5.2.4 The achievement of performance objectives.
 - 5.2.5 The ability to be a corporate team player.
 - 5.2.6 The ability to fully complete allocated work tasks.

6. Integrated Planning and Reporting

- 6.1 Required to implement the Strategies and Actions relevant to this position contained in Council's Community Strategic Plan, Delivery Program and Operational Plan.

7. Physical Task Requirements

General

- 7.1 Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and / or mouse.
- 7.2 Writing – tasks require written correspondence to be done.
- 7.3 Close Eye Work – tasks involve the inspection of small defects and / or small parts.
- 7.4 Verbal Communication – tasks involve constant verbal communication with others face to face and via telephone.
- 7.5 Driving – tasks involve operating a motor vehicle and / or item of plant.
- 7.6 Sitting – tasks involve the prolonged periods in a seated position.
- 7.7 Standing – tasks involve prolonged periods of standing without moving about.
- 7.8 Walking – tasks involve walking on uneven, slippery or sloping surfaces.
- 7.9 Colour Perception – tasks require you to be able to differentiate between colours.

Manual Handling

- 7.10 Lifting / Carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials in the weight range up to 9kg.
- 7.11 Bending / Twisting – tasks involve forward or backward bending or twisting at the waist.
- 7.12 Kneeling / Squatting – tasks involve the need to bend down in order to work at lower levels.

7.13 Working at Heights – tasks involve the use of ladders, or elevated work platforms that lift from the ground.

7.14 Leg / Foot Movement – tasks involve use of leg and / or foot to operate machinery.

7.15 Working in Enclosed Spaces – tasks involve the need to access subfloor spaces.

Exposure to Chemical or Biological Hazards

7.16 Hazardous Substances – tasks involve the use of chemicals that are classified as hazardous or dangerous which may cause skin, eye or respiratory irritations if contact is made and requires precautionary measures and / or the use of personal protective equipment (PPE).

7.17 Fumes – tasks involve working with material or products where hazardous fumes may be generated i.e. welding.

The Working Environment

7.18 Working Indoors – tasks involve exposure to air conditioning and non air conditioned work spaces.

7.19 Working Outdoors – tasks involve exposure to sunlight, wind, rain and varying temperatures.

7.20 Working in a Dusty Environment – tasks involve working in areas where significant dust may be generated.

7.21 Working in a Noisy Environment – tasks involve working on or around noisy plant or machinery.

Psychological Demands

7.22 Information Ordering – tasks involve arranging things in a certain order.

7.23 Language Skills – tasks involve the ability to read, analyse and interpret reports, correspondence, forms, technical drawings, legislation and policies.

7.24 Making Decisions – tasks involve making decisions and operating under short time frames and / or deadlines.

7.25 Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions.

7.26 Dealing with the Public – tasks involve regular contact with the public using tact and diplomacy.

8. Work Health and Safety

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

8.1 To comply with all reasonable direction given to them by their immediate Supervisor.

8.2 To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.

8.3 To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.

- 8.4 Ensure that all incidents and near misses are reported to their immediate Supervisor.
- 8.5 To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- 8.6 To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- 8.7 Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- 8.8 Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- 8.9 Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

9. Selection Criteria

Essential:

- 9.1 Relevant Tertiary Qualifications.
- 9.2 Minimum of 2 years relevant work experience.
- 9.3 Accreditation with the Building Professionals Board of a minimum A3 Accreditation.
- 9.4 A sound working knowledge of NSW Planning Legislation as it relates to the position.
- 9.5 Demonstrated experience in the assessment of Waste Water Treatment Systems and other applications under Section 68 of the Local Government Act.
- 9.6 Sound computer and analytical skills.
- 9.7 Current Class C Driver's Licence.

Desirable:

- 9.8 Experience in a Local Government Environment.

INCUMBENT: **SIGNATURE**

DATE: