

Position description

Development Inspector

Summary information

Section	Building and Engineering Assessment	Directorate	City Planning and Development
Position grade	Grade 12	Position type	Permanent, full-time
Skill descriptor	Band 2 Level 3	Direct reports	Yes
Reports to	Coordinator Engineering Approvals	Release limit	\$0
Approval limit	\$25,000	BCC numbers	BCC529, BCC541, BCC1597, BCC1762
Created/reviewed	August 2022		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- Responsible for the inspection of operational work completed by contractors and sub-contractors engaged in operational works.
- Act in accordance with the NSW *Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Trade qualifications or Certificate IV in related field

- Solid experience in the application of skills in all aspects of the job
- Solid knowledge of application of skills in complex areas of the job
- Demonstrated communication skills when responding to internal and external customers
- Current class C drivers licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Responsible for the provision of specialised/technical services
- Demonstrates visible leadership and encourages others to perform at their best
- Lead a team of contractors and sub-contractors requiring the review and approval of work performed by others
- Adhere to relevant legislative requirements, policies and current standards
- As required represent Council to the public or other organisations
- Complete work which has some elements of complexity
- Apply problem solving and judgement which requires analysis of a number of options
- Utilise effective communication and persuasive skills when providing advice
- Ability to resolve issues. Complex issues may be referred to this positions next reporting level
- Exercise solid knowledge and skills in a number of areas which may require analysis of the available options.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the

vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Liaise with contractors by receiving inspection appointments by phone at specified time.
- Ensure adequate construction of all civil works by contractors by inspecting work and making sure it complies with Council's work specification and any approved or standard engineering plan applicable to the work.
- Ensure adequate records are kept of all inspections by recording them in a diary, on standard forms, on set of engineering plans for the work or other suitable means.
- Liaise with Council's Building and Engineering Services professional and technical staff by attending arranged and impromptu meeting either at the Civic Centre, or on site at Rooty Hill Depot.
- Ensure all civil works are kept safe for pedestrians and vehicles by requiring contractors to provide adequate warning signs, lighting, barricades and the like.
- Provide written statements, records, timesheets and the like for Council's permanent records as requested by the Coordinator Engineering Approvals.
- Ensure restoration work on public roads required directly as a result of any particular development or subdivision is carried out to Council's standards.
- Inspect sites, upon which a factory, shop or medium density or residential building is being erected as a result of a development consent, for existing damage to Council assets, record and report such damage.
- Ensure adequate erosion and sediment control measures are employed by contractor and that appropriate revegetation of denuded areas occurs by liaison with contractors and Building and Engineering Assessment staff.
- Ensure properties and Council infrastructure adjoins adjoining subdivision or development sites, are not affected by works associated with the subdivision or development unless written consent of the affected land owner is available.
- The management of volunteers if required by the role.

- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date