

Position Description

Position Details			
Position title	Senior Building Surveyor	Position number	PD165
Group	Community, Planning & Environment	Previous position numbers	EPD119
Section	Certification & Compliance	Reports to	Building Certification Coordinator
Area	Building Certification	Evaluated / approved by	A Payne
Team	N/A	Version number	July 2023
Position level code	6 (Line-level employee)		
Position statement	Control and regulate building construction activities within the Bega Valley Shire.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Construction, Complying Development, Building Information, Swimming Pool and Occupation certificates	<ul style="list-style-type: none"> Evaluate and determine construction, complying development and occupation certificates. Inspect, control, and regulate building construction activities and issue Building Information Certificates. Inspect and regulate swimming pools and pool safety fences. Undertake inspections and investigations relating to (but not limited to) unhealthy, unsuitable or illegal habitations. Undertake investigations and provide advice with regards to fire safety and inspections of fire safety equipment. Carry out all duties associated with being appointed as Principal Certifying Authority. 	<ul style="list-style-type: none"> Evaluations, inspections, and regulation is conducted according to legislative and regulatory framework and within expected timeframes. Most up to date versions of related legislation are applied.
Plumbing, drainage, on-site sewage management, environmental health & monitoring	<ul style="list-style-type: none"> Undertake the inspection of plumbing and drainage installations. Undertake the assessment of activity applications, make recommendations, and prepare reports as required. Inspect on-site sewage management systems. 	<ul style="list-style-type: none"> Installations comply with relevant codes and work practices. Inspections and enforcements comply with legislative and regulatory requirements and standards. Advice is accurate, complete and provided in a timely manner.
Communication and advice	<ul style="list-style-type: none"> Provide technical advice to relevant stakeholders. Respond to building related enquiries from the public. Educate non-complying parties on correct practices. 	<ul style="list-style-type: none"> Advice, guidance and recommendations are accurate, correct and provided in a timely manner. Education and advice is considered first before escalating to enforcement.

Position Description

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Complaints investigation and legal proceedings	<ul style="list-style-type: none">• Investigate complaints and research breaches of regulations, codes and standards and determine appropriate action.• Compile briefs of evidence.• Provide expert witness statements and attend courts and tribunals as necessary.	<ul style="list-style-type: none">• All legal actions and documentation are undertaken in accordance with relevant legislation and Council Policies and Procedures.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Sound knowledge of environmental control.
- Sound knowledge of health surveying.
- Strong knowledge in building surveying.
- Sound knowledge of water and sewerage including on-site sewerage management (OSM).
- High level written and verbal communication skills including the ability to liaise and negotiate effectively with internal and external stakeholders.
- Demonstrated ability to use Microsoft Office software and the NSW Planning Portal.
- Four (4) years' recent relevant experience. (Indicative.)
- Additional skills, knowledge and qualifications that may be applicable to this position, such as higher qualifications, specialist training or work experience.

Selection criteria – qualifications and licences

- Relevant degree or diploma level qualification required to achieve accreditation with NSW Fair Trading as a Building Surveyor.
- Building Surveyor – Restricted (All classes of building) - formerly A2 Certifier.
- Current NSW Class C Drivers Licence.

Conditions of Employment

Status	Permanent full time		Hours per weeks	35
Award classification	Band: 3	Level: 2	Award	Local Government (State) Award 2023
BVSC grade	13			
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Respond to emergencies as required. Job demands may require work outside of core hours but this will be counted as regular time with a maximum of 35 hours/week to be worked.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Purchase card limit: \$N/A	
Statutory	As per BVSC Register of Delegations	
Security	Access to Zingel Place Building, 6am to 6pm, Monday to Friday.	

Benefits

Motor vehicle	Benefit Related Vehicle (leaseback)		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
Telecommunications	<input type="checkbox"/> Desk Phone	<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Wi-Fi Dongle

Benefits	
	<input type="checkbox"/> Other: Click here to enter text.
Workwear	<div> <input type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable </div> <input checked="" type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Senior Building Surveyor

PD Number(s) PD149

Completed by Name: Tony Payne

Date: 07/03/2023

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	Minimal Likelihood	
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Minimal Likelihood	
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Yes	
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Minimal Likelihood	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Computer Use
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Yes	
Walking whilst pushing/pulling object	Minimal Likelihood	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i> <i>Yes but not a majority < 50%</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Minimal Likelihood	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Minimal Likelihood	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	Minimal Likelihood	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Yes	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.