

## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Building Surveyor		
<b>Position Number:</b>	148	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Planning and Environment	<b>Unit:</b>	Compliance Services
<b>Salary Grade:</b>	8	<b>Award Band and Level:</b>	Band 3 Level 1
<b>Position Reports to:</b>	Building Services Team Leader		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	1 September 2014	<b>Date Last Reviewed:</b>	May 2022
<b>Version:</b>	2	<b>Document Number:</b>	DOC2015/050287

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment directorate manages services associated with the following functions within Cessnock City Council;

- Development Services
- Compliance Services
- Business Support and Customer Relations
- Strategic Planning

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The position is responsible for making statutory planning and building related decisions associated with residential buildings and their surrounding environments.

The focus areas of the position include residential development assessment of Development Applications, Complying Development applications and Construction Certificate applications, inspection and issuing of certificates as a registered certifier, bushfire risk assessments, swimming pool compliance audits, regulation of plumbing and drainage work, complaint investigations, compliance and regulatory enforcement, provision of statutory and technical advice to internal and external stakeholders and provision of superior customer service.

## KEY ACCOUNTABILITIES

1. Provide statutory services relating to planning and building certification matters for residential buildings as follows:
  - Assessment and determination of development applications, complying development applications, construction certificate applications, compliance certificates, building information certificates, manufactured homes approvals and bushfire attack level certificates.
  - Perform building fire safety assessments and compliance audits for existing residential buildings and boarding houses (class 1 & 10).
  - Investigation of existing buildings and development to ascertain compliance with planning and building regulations and initiating punitive legal action in the form of notices, orders and infringements.
  - Assessment and determination of applications for a swimming pool certificate of compliance and/or exemption from the regulations.
  - Swimming pool compliance investigation and audits and initiating punitive legal action in the form of notices, directions and infringements.
2. Perform the functions and role of a Registered Certifier on behalf of Council as the Principal Certifier and in accordance with the conditions of registration under the Building and Development Certifiers Act and Regulation including, but not limited to the following:
  - Execution of principal certifier agreements, progress building and critical stage inspections (class 1 & 10 buildings), assessment and determination of occupation certificates (class 1 & 10 buildings) and issuing of development compliance directions
3. Perform the function and role of an Authorised Person within the meaning of the Plumbing and Drainage Act and Regulations on behalf of Council as a delegated plumbing regulator
4. Provide professional services to the Building Services Team and support to the Building Services Team Leader to enable the strategies, goals and programs of the team to be achieved, including the following:
  - Assist and support the promotion and retention efforts undertaken within the Building Services Team in relation to Council's competitive building services
  - Undertake the role of a zone building officer including the organising and accounting for day to day work within the designated area.
  - Case management and actioning of planning, building and environmental customer requests and associated regulatory functions in accordance with council policies.
  - Provide building related technical advice to internal and external stakeholders including the provision of information and recommendations as part of the development application building referral process.
  - Assist in the research and preparation of legal briefs and reports including the giving of evidence or technical information in the Local Court and/or Land and Environment Court when required.
  - Assist in the development and implementation of education and training programs to internal and external stakeholders

- Review, develop and promote continuous improvement initiatives relating to the functions of the Building Services team
- Undertake Continuous Professional Development (CPD) activities including attendance at industry forums, meetings and workshops
- Undertake one-off specialised projects as required
- Undertake the role of a duty officer
- Act in the role of a Senior Building Surveyor when required

5. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree in Applied Science, Environmental Health or Building Surveying or other equivalent discipline relevant to the position.
2. Either possess or be eligible for minimum Class of Registration – Building Surveyor – restricted (class 1 and 10 building) under the Building and Development Certifiers Regulation.
3. Demonstrated experience in building assessment and inspection work (minimum 2 years), including the assessment, approval and inspection of class 1 & 10 buildings as defined within the Building Code of Australia (BCA).
4. Demonstrated knowledge and experience in utilising the Environmental Planning and Assessment Act and Regulation, Local Government Act and Regulation, Swimming Pools Act and Regulation, Plumbing and Drainage Act and Regulation and Building and Development Certifiers Act and Regulation.
5. Demonstrated ability to work both independently and as part of a team, fostering an environment based on teamwork and cooperation.
6. Highly developed interpersonal skills and written and verbal communication skills, including the demonstrated ability to effectively liaise with a wide range of key stakeholders.
7. Demonstrated well-developed negotiation and conflict resolution skills with an open engagement style.
8. Demonstrated highly developed problem solving skills including the ability to critically analyse issues and provide appropriate solutions.
9. Demonstrated highly developed time management and organisational skills and the demonstrated ability to meet critical deadlines and processing times.
10. Demonstrated experience in the use of desktop computing software and mobile smart device applications
11. Current Class C drivers licence

### Highly Desirable

1. Demonstrated experience in a similar role in Local Government and/or private certification sector.

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	