

# Role Description

## Building Surveyor



<b>Title</b>	Building Surveyor
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Environment and Planning / Environment and Certification / Building Certification
<b>Reports to</b>	Section Manager Building Certification

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthen and support the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Building Surveyor is responsible for assessing applications related to development applications, construction certificates, complying development certificates, swimming pool compliance certificates, building certificates; ensuring development is carried out in accordance with relevant statutory controls.

The position of Building Surveyor is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Liaise with professionals within Council and externally, including industry professionals/ associations, in respect of expert advice leading to resolution of development and building matters;
- Assesses and determine development applications and building certificates for all classes of buildings in accordance with the Act, Regulation and delegation;
- Assesses and determine applications in accordance with the Swimming Pools Act 1992 and Regulation;
- Issue notices and orders where necessary under the provisions of the Environmental Planning & Assessment Act, the Local Government Act, Swimming Pool Act, and Protection of the Environment Operations Act requiring works to be undertaken to rectify unsatisfactory conditions or non-complying work;
- Undertake specialist technical or research functions relating to the building surveying or certification functions and prepare reports, documentation and make presentations where required;
- Provide advice and technical information to Council's customers, staff and residents in relation to all of the above responsibilities;
- Prepare and present evidence in the Land & Environment Court or other Courts as required.
- Assesses and determine construction certificates and/or perform the Principal Certifying Authority role for all classes of buildings in accordance with the Act, Regulation and delegation;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role



- Policy and procedures are readily available but the Building Surveyor is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions made by the job holder affect the work and activities across a major function or a number of departments.
- The work of the Building Surveyor influences the external environment by meeting basic standards of service.
- The Building Surveyor is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
- The Building Surveyor identifies requirements as an input to budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



## **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;

## **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Bachelor Degree in Environmental Health and Building Surveying or related field OR demonstrated solid contemporary experience in a similar role ,combined with ongoing professional development;



## **Desirable**

- Eligible for accreditation by the Building Professionals Board at A1, A2 or A3 Building Surveyor level.

## **EXPERIENCE**

- Demonstrated understanding of, and experience in, applying the requirements of the Building Code of Australia, particularly in relation to class 1 and 10 buildings
- Demonstrated sound knowledge of the Environmental Planning & Assessment Act and Regulations, the Local Government Act and Regulations and Swimming Pools Act and Regulations;
- Demonstrated extensive experience in inspections to ensure compliance with relevant standards and codes;
- Display high level negotiation and mediation skills and experience and an aptitude for problem solving, using research, analysis and evaluation of information;
- Demonstrated effective verbal and written communication skills including demonstrated experience in preparation of reports critically analysing issues
- Experience in dealing with the community and the professional industry to achieve the best possible outcome;

## **Key Relationships**

<b>Internal</b>	<b>External</b>
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business



