

## POSITION DETAILS

<b>Position Title:</b>	Building Surveyor	<b>Position Grade:</b>	10
<b>Department/Directorate:</b>	Building Certification/Health, Building and Regulatory Services	<b>Position Status / Hours per week:</b>	Full Time / 35 Hours

## PRIMARY PURPOSE OF THE POSITION

- To perform the functions of the Principal Certifier and issue construction, occupation certificates, and complying development certificates
- To undertake assessments and determinations of building information certificate applications.
- To carry out building certification inspections and associated certification procedures for all classes of building
- To follow up building compliance issues and manage prosecutions in the Local Court and/or Land & Environment Court.
- To investigate building related complaints and respond to customer requests to meet the City of Ryde's service standards.
- Together with other Building Surveyors, to carry out routine inspections including swimming pool safety barrier inspections to ensure that developments and properties comply with the community standards, including enforcement of legislative requirements.

## SELECTION CRITERIA

### Education / Qualifications

- Tertiary qualifications in Building Surveying or similar and registration with the NSW Fair Trading in building surveying

### Experience/Specific skills

- Local Government experience in building assessment, compliance, and carrying out inspections.
- Ability to work effectively autonomously and within a team
- Excellent communication (oral and written), technical and organisational skills
- Good conflict resolution skills
- Demonstrated experience in providing high quality customer service
- Current NSW Class C Drivers License

### Personal Attributes

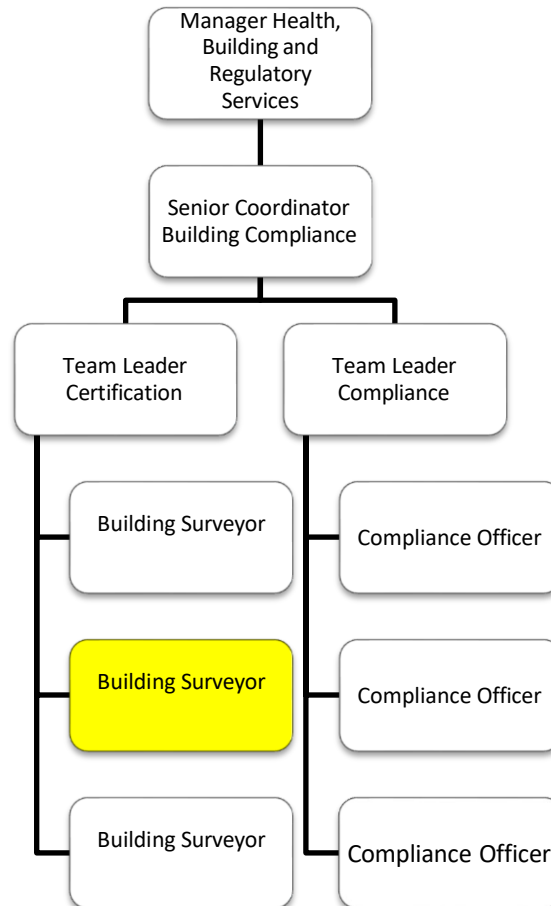
- Sound working knowledge of relevant legislation such as the Environmental Planning and Assessment Act, Local Government Act and Protection of the Environment Operations Act
- Demonstrated commitment to WHS and EEO principles and practices

### Desirable Qualifications, Experience and/or Skills

- Experience in Environmental Health
- Experience in Development Control
- Bi-lingual language skills

**Please note:** In line with Council's COVID Safe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Environment and Planning Group of the organisation.

- Building Certification Service
- Regulated Premises Service
- Pollution Regulation Service
- Unauthorised Activity Investigation Service

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

- |   |  |
|---|--|
| 1 | To comply with legislative requirements                              |
| 2 | To adhere to Council plans, policies, procedures and Code of Conduct |

## CORPORATE ACCOUNTABILITIES

3	To understand, adhere and promote all WH&S policies and procedures
4	To understand, adhere and promote Council's EEO policies and procedures.
5	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
6	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
7	To actively document all policies, procedures, projects and activities (as required)
8	To actively share information and knowledge on issues, training and better practice to relevant staff
9	To identify and initiate improvements of business systems to maximise service delivery
10	To identify and initiate improvements of processes to maximise service delivery
11	To deliver all project deliverables through PM_CoR methodology
12	To identify and minimise exposure to risk
13	To be involved in or provide feedback on corporate initiatives
14	To positively and proactively work with others across the organisation to deliver the outcomes
15	To model Council's values
16	To create and contribute to a positive work environment within my team, my Unit and the workplace.
17	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
18	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

**Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

**OUR VALUES**

All employees at City of Ryde are to observe our values which are:

**Health & Safety**

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

**Excellence**

We do the best we can for our customers and embrace innovation in the way we work.

**Accountability**

We are honest, transparent and act in the best interest of Council and the community.

**Respect**

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

**Teamwork**

We work within both our own teams and other teams to successfully achieve council's goals.

**DELEGATIONS**

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

**DESIGNATED POSITION**

Please note that this position has been identified as a designated position in accordance with section 4.8 of the Model Code of Conduct for Local Councils in NSW. As a result, in accordance with Section 421 of the Model Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	