



Position Description	
Building Surveyor (Formalisations)	
Name of appointed officer:	
Date of appointment:	
Date of last review of position description:	December 2015

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3 Level 2
	Position limit within salary system: (20 Grade structure)	Grade 12 - Entry to Step 4
	Status of position:	Fixed Term
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate:	Environment, Planning and Community
	Section:	Environment, Development and Regulated Services
	Unit/team:	Building Services
	Work base:	Grafton
	Position responsible to:	Building and Environmental Services Coordinator
	Level of support and supervision:	Medium
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	Nil
	Internal contacts:	All Council Staff

2.	Organisational relationships	
	External contacts:	General public, government agencies, consultants, developers

3.	Physical demands of the position	
	Walking on uneven ground and up and down slopes	
	Frequent driving	
	Frequent use of keyboard	
	Prolonged sitting	

4.	Purpose of the position	
4.1	To encourage the submission of appropriate applications to formalise the existence of unauthorised dwellings where planning, building and environmental controls permit their continued existence.	
4.2	To arrange for the decommissioning or demolition of unauthorised dwellings where planning and building and environmental controls do not permit their continued existence.	
4.3	To initiate appropriate enforcement action where circumstances warrant it.	
4.4	To ensure adequate alternative accommodation is available prior to the issue of orders that would have the effect of making persons homeless.	

5.	Major duties and responsibilities	
5.1	Process Development Applications for 'as built' structures.	
5.2	Carry out inspections of existing unauthorised dwellings and required upgrading works.	
5.3	Process and issue Building Certificates.	
5.4	Investigate incidents of unauthorised building works.	
5.5	Provide technical assessment of Development Application referrals.	
5.6	Undertake bushfire hazard assessments on dwelling sites.	
5.7	Issue approvals for on-site sewage management systems.	
5.8	Approve and inspect plumbing and drainage works.	
5.9	Assess dwelling eligibility for rural allotments.	
5.10	Provide specialist building and development advice to internal and external parties	
5.11	Issue Swimming Pool Act Compliance Certificates.	
5.12	Issue notices, directions, orders and on the spot fines	
5.13	Assess energy efficiency reports.	
5.14	Prepare detailed reports and correspondence.	
5.15	Represent Council in Court as required.	

5.	Major duties and responsibilities
5.16	Provide oral and written building advice to the general public
5.17	Attend pre-lodgement meetings as required.
5.18	Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.

7.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
7.1	<i>Education and knowledge</i>
7.1.1	Tertiary qualifications or equivalent in Building Surveying or Health and Building Surveying
7.1.2	Demonstrated knowledge of the Building Code of Australia and contemporary building issues
7.1.3	Demonstrated knowledge of the Environmental Planning and Assessment Act
7.2	<i>Licences/tickets, clearances, membership</i>
7.2.1	Eligibility for accreditation with the Building Professionals Board as a Building Surveyor
7.2.2	WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW
7.2.3	Current Drivers Licence
7.3	<i>Experience</i>
7.3.1	Demonstrated experience in building surveying or related discipline
7.4	<i>Position related skills</i>
7.4.1	Demonstrated well developed written and verbal communications skills
7.4.2	Demonstrated will developed negotiation skills
7.4.3	General computer literacy in email and internet programs and Basic proficiency in Microsoft Word
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

8.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
8.1	<i>Education and knowledge</i>
8.1.1	Tertiary qualifications or equivalent in Town Planning
8.2	<i>Experience</i>
8.2.1	Previous experience in local government

9.	Other features of this position may include
	Attendance at public meetings/forums and Council Meetings as required

9.	Other features of this position may include
	Occasional potential contact with challenging customers/members of public

9.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

10.	Declaration	
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>		
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Employee</i></p>		
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>		