

# Position Description

## Building Surveyor

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** July 2020

### 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
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Position limit within salary system: (20 Grade structure)	Grade 12 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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### Organisational relationships

Directorate:	Environment, Planning and Community
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Section:	Environment, Development and Strategic Planning
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Team:	Building Services
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Work base:	Grafton/Maclean as appropriate to the position
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Position responsible to:	Building and Environmental Services Coordinator
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Level of support and supervision:	Medium
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All Council Staff
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External contacts:	General public, government agencies, consultants, developers
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## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Walking on uneven ground and up and down slopes

Frequent driving

Frequent use of keyboard

Prolonged sitting

### Purpose of the position

To protect and enhance the health, safety and amenity of persons occupying current and likely future built environments

To ensure that all new building development complies with the requirements of relevant legislation and locally adopted policies

To provide a professional advisory service to internal and external clients on building and development issues

### Major duties and responsibilities

Process Development Applications, Construction Certificate Applications and Complying Development Certificates.

Undertake Principal Certifier activities, including building inspections.

Process and issue certificates.

Investigate incidents of unauthorised building works.

Provide technical assessment of Development Application referrals.

Carry out public safety and environmental health inspections and issue approval, compliance certificates etc.

Approve and inspect plumbing and drainage works.

Issue Building Certificates.

Review and authorise Principal Certifying Authority Contracts.

Issue Swimming Pool Act Compliance Certificates.

Undertake Community Fire Safety Audits.

Assess Energy Efficiency Reports.

Prepare detailed reports and correspondence.

Represent Council in Court as required.

Provide oral and written building advice.

Attend pre-lodgement meetings as required.

Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Tertiary qualifications or equivalent in Building Surveying or Health and Building Surveying

Demonstrated knowledge of the Building Code of Australia and contemporary building issues

#### **Licences/tickets, clearances, membership**

Accreditation with the Building Professionals Board / NSW Fair Trading registration

Current drivers licence

#### **Experience**

Demonstrated experience in building surveying or related discipline

#### **Position related skills**

Demonstrated well developed written and verbal communications skills

Demonstrated well developed negotiation skills

General computer literacy in email and internet programs and Basic proficiency in Microsoft Word

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### **Education and knowledge**

Tertiary qualifications or equivalent in Town Planning

#### **Licences/tickets, clearances, membership**

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

#### **Experience**

Previous experience in local government

### Other features of this position may include

Not applicable

## Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**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.

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## Declaration

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.

Signed: ..... Date .....

*Employee*

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