

# Position Description

## Senior Building Surveyor

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** August 2021

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

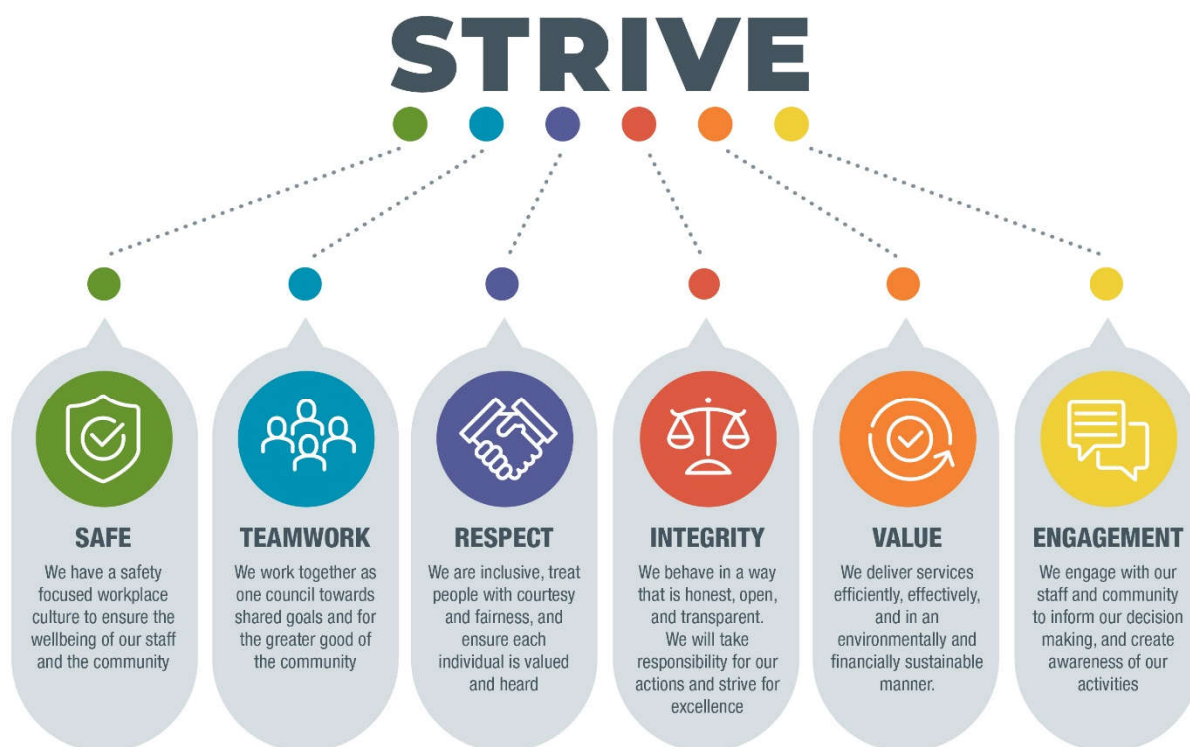
Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 14 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment and Planning
Section:	Development and Land Use Planning
Team:	Building Services
Work base:	Grafton, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Coordinator Building Services
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Council Staff
External contacts:	General public, government agencies, consultants, developers

### 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



### Physical requirements of the position

Walking on uneven ground and up and down slopes

Frequent driving

Prolonged periods of sitting

Frequent use of computer keyboard

### Purpose of the position

The position will provide quality, customer-focused and professional building and compliance related regulatory functions, services and advice to the community.

Contribution will be made to the establishment of a professional and positive culture in the delivery of building and development assessment functions of Council.

## Major duties and responsibilities

Undertake delegated regulatory functions and duties associated with the assessment, approval, and inspection of building works (all classes under the Building Code of Australia), swimming pools and fire safety assessment and inspections

Provide timely professional advice on building and development compliance matters and provide support in performance-based alternative solution assessment to colleagues.

Effectively and efficiently manage a caseload of applications, certificates, action requests, inspections, regulatory functions and projects in accordance with relevant legislation, Council policies and procedures.

Assess various types of applications and certificates and undertake inspection/assessment of premises to ascertain compliance with relevant consents, approvals, certificates, legislation and the Building Code of Australia and issue notices and orders to remedy deficiencies.

Assess performance-based alternative solutions under the Building Code of Australia.

Assist in the development of policies, programs, and procedures relative to the Building Services Unit responsibilities

Prepare statements of evidence and appear as expert witness in defence of appeals and other actions in the Land and Environment Court as required

Prepare reports and appropriate recommendations to Council relating to development control matters

Ensure adequate training and professional development is undertaken to satisfy NSW Fair Trading registration requirements and maintain an awareness of legislative and policy changes that impact on the responsibilities of the Building Services Unit

## 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 in Building Surveying or a directly related discipline

Working knowledge of current relevant legislation, regulations and standards (i.e., Local Government Act, EP&A Act, LEPs and Building Code of Australia) in relation to contemporary urban development assessment, building construction and environmental management

### Licences/tickets, clearances, membership

Registration with NSW Fair Trading as a Building Surveyor Unrestricted (formerly A1) (preferred) or a Building Surveyor Restricted All Classes (formerly A2)

General Construction Induction Card NSW

Current Drivers Licence

### Experience

Demonstrated experience in assessing Part 4A applications and Complying Development Certificates under the Environmental Planning and Assessment Act 1979

Demonstrated extensive experience in building surveying or related discipline

### Position related skills

Demonstrated well developed written and verbal communication and negotiation skills

**Essential selection criteria**

Well developed computer literacy including basic proficiency in Microsoft word and email and internet programs

**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.*

**Experience**

Previous experience in local government

**Other features of this position may include**

Attendance at public meetings/forums and Council Meetings as required

**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.

**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*