

Position Description

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.

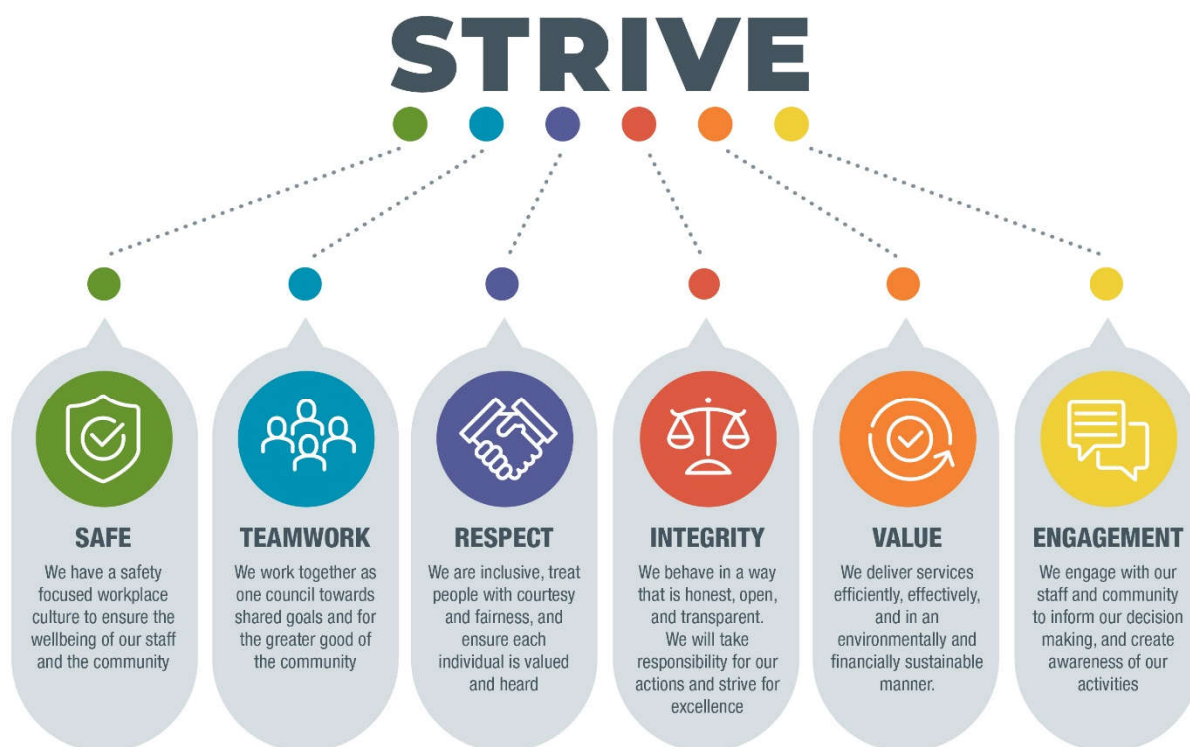
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| Assessed entry level of position within salary system: | Band 3 Level 2 |
| Position limit within salary system: (20 Grade structure) | Grade 12 - Entry to Step 4 |
| Status of position: | Permanent |
| Hours of work per fortnight: | 70 |

Organisational relationships

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|-----------------------------------|--|
| Directorate: | Environment and Planning |
| Section: | Development and Land Use Planning |
| Team: | Building Services |
| Work base: | Grafton or Maclean, 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: | Medium |
| 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

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



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 (predominantly Class 1 and 10 buildings under the Building Code of Australia), swimming pools and inspections.

Provide timely professional advice on building and development compliance matters.

Major duties and responsibilities

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.

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

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

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

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 Restricted All Classes (formerly A2) or a Building Surveyor Restricted Classes 1 and 10 (formerly A3), or eligibility for

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 experience in building surveying or related discipline

Position related skills

Demonstrated well developed written and verbal communication and negotiation skills

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

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

Generic performance requirements

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