

# Position Description

## Senior Building Surveyor

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: February 2024

### 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 or Maclean (can be negotiated)
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



## Purpose of the position

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

Contribute to the continual improvement of the Building Services team's services and systems.

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

Assess and decide applications and certificates related to building work for all classes of buildings under the National Construction Code, including Construction Certificates, Occupation Certificates, Building Information Certificates, Section 68 applications for movable dwellings, Section 68 applications for plumbing and drainage works, *Swimming Pool Act 1992* Compliance Certificates, fire safety assessments and any other relevant applications related to building work.

Provide timely professional advice on building and development compliance matters, including unauthorised building work.

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.

Provide advice, undertake inspections and assessment of premises to ascertain compliance with relevant consents, approvals, certificates, legislation and the National Construction Code and issue notices and orders to remedy deficiencies.

Assess performance-based alternative solutions under the National Construction Code and provide support in performance-based alternative solution assessment to colleagues.

Assist in the development of policies, programs, and procedures relative to the Building Services team's responsibilities.

Assist in the mentoring and development of Building Services team members in consultation with the Coordinator Building Services.

Prepare professional reports, briefings and general correspondence about the National Construction Code, development applications or any other matters relating to building work and certification.

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 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** equivalent relevant industry experience in Building certification or a related discipline.

Detailed knowledge of current relevant legislation, regulations and standards (i.e., National Construction Code, *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979*, and Local Environmental Plans/Development Control Plans) 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

Well developed written and verbal communication skills (written, verbal and interpersonal) 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

Demonstrated experience in preparing, reviewing and/or interrogating reports prepared in conjunction with the submission of an application under Part 4 of the EP&A Act, Complying Development Certificates and Construction Certificates. For Example, fire engineering reports, performance solution reports and legal advice.

### Physical requirements of the position

Frequent use of computer keyboard

Physically capable of carrying out site inspections

Frequent driving

### 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 .....

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*Employee*