# Position Description

## Building Surveyor (Formalisations)

**Name of appointed officer:** Vacant
**Date of appointment:**
**Date of last review of position description:** December 2015

| 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 fortnight: | 70 |

| Organisational relationships | |
|---|---|
| Directorate: | Environment, Planning and Community |
| Section: | Environment, Development and Strategic Planning |
| 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 |
| External contacts: | General public, government agencies, consultants, developers |

| Vision, mission and values | |
|---|---|
| **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 |




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

| Major duties and responsibilities |
|---|
| Process Development Applications for 'as built' structures. |
| Carry out inspections of existing unauthorised dwellings and required upgrading works. |
| Process and issue Building Certificates. |
| Investigate incidents of unauthorised building works. |
| Provide technical assessment of Development Application referrals. |
| Undertake bushfire hazard assessments on dwelling sites. |
| Issue approvals for on-site sewage management systems. |
| Approve and inspect plumbing and drainage works. |
| Assess dwelling eligibility for rural allotments. |
| Provide specialist building and development advice to internal and external parties |
| Issue Swimming Pool Act Compliance Certificates. |
| Issue notices, directions, orders and on the spot fines |
| Assess energy efficiency reports. |
| Prepare detailed reports and correspondence. |
| Represent Council in Court as required. |
| Provide oral and written building advice to the general public |
| 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 |
| Demonstrated knowledge of the Environmental Planning and Assessment Act |
| **Licences/tickets, clearances, membership** |
| Eligibility for accreditation with the Building Professionals Board as a Building Surveyor |
| WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW |
| Current Drivers Licence |
| **Experience** |
| Demonstrated experience in building surveying or related discipline |
| **Position related skills** |
| Demonstrated well developed written and verbal communications skills |
| Demonstrated will 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 |
| **Experience** |
| Previous experience in local government |

## Other features of this position may include

| |
|---|
| Attendance at public meetings/forums and Council Meetings as required |
| Occasional potential contact with challenging customers/members of public |

## 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*