



INFORMATION PACKAGE

POSITION VACANT

BUILDING SURVEYOR

REF NO: ESC125

CLOSING DATE: 4.30PM FRIDAY 15 JUNE 2018

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Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Gary Bruce on
(02) 4474 1087



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

**JOB DESCRIPTION
PLANNING AND SUSTAINABLE GROWTH
DEVELOPMENT SERVICES**

| | |
|------------------------|--|
| JOB TITLE: | Building Surveyor |
| JOB GRADING: | 14-16 |
| REPORTS TO: | Building Certification Coordinator |
| PURPOSE OF JOB: | To provide a high level of professional service to Council and the community with respect to planning, development, building certification, and policies, applicable codes and legislation |

MAIN DUTIES & KEY RESULT AREAS:

- Liaise with and advise internal council customers, rate payers and residents, development and building industry, government agencies and the general community, providing technical information and clarifying Council's requirements on development, building, health and environmental statutes, policies and practices. Participate in team roster, as required, for building advice for counter enquiries and clients.

KRA: Advice is consistent with statutes and Council's requirements and is provided in a professional, courteous and timely manner and in accordance with Council's policies and standards.
- Undertake assessment of and determine applications, including development applications, activity approvals under the Local Government Act, building certificate applications, applications under the Swimming Pools Act, and undertake compliance inspections in relation to these applications and in accordance with delegated authority.

KRA: Application assessments, approvals and inspections carried out within adopted timeframes and in accordance with relevant statutory requirements and Council policies and standards.
- Carry out certification work under delegated authority and in accordance with the applicable level of accreditation under the Building Professionals Act.

KRA: Certification work conducted in accord with statutory requirements of the Environmental Planning and Assessment Act and the Building Professional Act meeting DP/OP benchmarks and requirements of clients.

4. Carryout plumbing and drainage compliance inspections as required by the Plumbing and Drainage Act and under Council delegated authority.
KRA: Plumbing and drainage inspections are carried out in accordance with the Plumbing and Drainage Act and the National Construction Code and Council's policies and standards.
5. Undertake inspections, provide advice and issue compliance certificates under Council delegated authority and in accordance with the Eurobodalla Shire Council Swimming Pool Barrier Inspection Program and the Swimming Pool Act.
KRA: Inspections, advice and certification undertaken in accordance with the requirements of the Swimming Pool Act and Inspection Program.
6. Respond to complaints regarding PCA functions and swimming pool barriers and issue Orders, Infringements and Notices and Directions in accord with Environmental Planning and Assessment Act, Local Government Act, Protection of Environment Operations Act and Swimming Pool Act where warranted.
KRA: CSRs completed within Council required timeframes and in accordance with our compliance policy. Orders, Infringements and Notices and Directions issued in accordance with relevant Acts and Regulations and Council policies and standards.
7. Conduct special assignments and assessments requiring a demonstrated knowledge and practical experience in approvals policies and practices.
KRA: Special assignments and assessments are carried out as required and within agreed timeframes.
8. Participate in strategic project, policy or user groups where required.
KRA: Information/input to group(s) is accurate and timely. Actions relevant to the building certification unit are followed up as required.
9. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS policies and procedures complied with.

QUALIFICATIONS/EXPERIENCE (Selection Criteria)

Essential

1. Tertiary qualifications in Building Surveying, or Building Surveyors Associate Diploma or equivalent, enabling eligibility to obtain a suitable level of accreditation under the Building Professional's Board (BPB) Accreditation Scheme.
2. **At Grade 14** – Knowledge of building, planning and environmental legislation, and experience and competence which demonstrates ability in solving problems and using judgement specific to the work being performed.
At Grade 15 – Considerable knowledge of building, planning and environmental legislation, and considerable experience and competence which demonstrates relevant independence in solving problems and using judgement specific to the work being performed.

At Grade 16 – Comprehensive knowledge of building, planning and environmental legislation and extensive experience, ability and competence which demonstrates a high level of independence in solving problems and using judgement specific to the work being performed.

3. Ability to listen, interpret and convey information in a clear and accurate manner, enabling timely delivery of information.
4. Workcover approved WHS Construction Induction Certificate (White Card) and a Current Class C licence.
5. Computer literacy with expertise in MS office (Word, Excel, Access, PowerPoint) and GIS Mapping.
6. Relevant experience and success in negotiation/mediation.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. A2 or greater accreditation.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check

EMPLOYEE: Vacant Position
SUPERVISOR: Ayrton Patmore
DATE: May 2018

CONDITIONS OF EMPLOYMENT

| | |
|------------------------|---|
| Position Title: | Building Surveyor |
| Reference Number: | ESC125 |
| Grading: | 14-16 of Council's salary system |
| Salary Range: | <p>In the range of \$75,221.51 to \$89,135.70 gross per annum comprised of:</p> <ul style="list-style-type: none">* \$68,695.44 to \$81,402.47 base salary, plus* \$6,526.07 to \$7,733.23 superannuation (calculated at 9.5%) |
| Vehicle: | A fully maintained Council leaseback vehicle (including full private usage) is available with this position. |
| Award: | Local Government (State) Award 2017 |
| Probation: | A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period. |
| Criminal Record Check: | A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits. |
| Pre-placement Medical: | An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense. |

Hours of Work: Permanent, full-time, 35 hours per week.

Office hours are 8.30am to 4.30pm, Monday – Friday

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service.

Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL
DIVISION CHART

