

Position Description

Title: Building Surveyor (Position 1061)	Award Classification: Band 3, Level 2
Department: Development and Compliance	Salary Classification: Grade 5
Tenure: Permanent Full Time	FTE: 1

Context:

The Development & Compliance section operates in a dynamic context, subject to constant regulatory, environmental and economic change. In particular, managing competing environment uses and needs, political and regulatory change, responding to community development concerns, as well as the ongoing pace of technological change, are key contributing trends to be addressed over time through the work of Council and this role.

Role Purpose:

To support the Coordinator Building Services in providing a complete service in relation to the assessment, certification and regulation of development, building, and environmental health.

Key Accountabilities:

- Provide assistance to the public, developers and other customers on environmental health, building and development matters.
- Assess and determine applications for development consent, complying development certificates, construction certificates and building certificates, including Class 2-9 buildings.
- Perform the functions and responsibilities of a Principal Certifying Authority.
- Assess and determine applications for activities under s 68 of the Local Government Act 1993, and undertake related inspections.
- Assess and determine applications for consent under s 138 of the Roads Act 1993.
- Undertake inspections in relation to development, building and environmental health issues.
- Assess and inspect on-site sewage management systems, and assist with the implementation of Council's on-site sewage management strategy.
- Undertake plumbing and drainage functions including inspections and providing advice.
- Environmental issues in relation to air, water and noise pollution.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Development Assessment or their delegate.

- Undertake compliance action in relation to development, building and environmental health matters.
- Ensuring compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the NSW WHS Act and Regulations and related Council policies.
- Ensuring compliance with and the promotion and fostering of Equal Employment Opportunities consistent with Council’s policies and procedures as well legislative requirements.
- Ensuring compliance with relevant Council plans, policies and procedures.
- Promoting high levels of customer service.
- Assist in achieving outputs, performance measures and objectives of the Section, Unit, Department and Council.
- Ensuring all correspondence and work orders allocated to the team member are processed in accordance with Council performance targets.
- Decisions are made in accordance with sound professional practice and under delegated authority.
- Perform other reasonable duties as directed by the Manager Development and Compliance or their delegate.

Core Competencies:

- Tertiary qualification in building surveying or similar discipline
- Current accreditation from the NSW Building Professionals Board
- Hold a WorkCover Construction Induction Card
- Hold and maintain a current NSW Drivers Licence

Supervision Received:

This role reports to the Coordinator Building Services.

Supervision Exercised:

None.



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our community to build an
inspired, connected
Macleay Valley”**

Role Authorisation:

.....(Manager Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date