

Job Description

Position Details			
Title	Building Surveyor	Position #	S10932
Grade	9-11	Band/Level	3/2
Directorate	City Development	Department	Building & Compliance Services
Team	Certification Team	Location	Nowra Administration Building
Status/Type	Permanent/ Full Time	Hours	35
Reports to	Team Supervisor – Certification	Supervisor Position #	S10124
# of Direct Reports	-	# of Indirect Reports	-
Applicable Allowances	-	Vehicle - Operational or Leaseback (discretionary benefit)	Leaseback

Primary Purpose of the Position

1. Assist in the administration of applicable Acts so as to achieve the best built environment, health, welfare and well-being of the whole community and to ensure achievement of the objectives of Council's Management Plan and Council's levels of customer service
2. Undertake assessment of Construction Certificates, Complying Development Certificates, Building Information Certificates, Bushfire Attack Level Certificates, and Development Assessment as required and prepare detailed compliance reports.
3. Undertake critical stage inspections in accordance with the level of accreditation.
4. Provide for the protection, promotion, and improvement of the natural and built environment, and public amenity and safety in order to achieve the objectives of Council's Community Strategic Plan.
5. Provide professional advice and guidance to the public on development related matters.
6. To manage, assess and process development assessments which range in complexity and value.

Selection Criteria

Essential Qualifications, Licences and Experience

Grade 9

- Tertiary qualification in Building Surveying or equivalent to attain a registered Class of building surveyor – Building Inspector.
- Undertaking or completed training to achieve a registered Class of building surveyor – Building Inspector with NSW Fair Trading

Grade 10

- Tertiary qualifications in Building Surveying or equivalent to attain a registered Class of building surveyor – restricted (class 1 and 10 buildings).
- Registered as a certifier to attain a registered Class of building surveyor – restricted (class 1 and 10 buildings) with NSW Fair Trading.

Grade 11

- Tertiary qualifications in Building Surveying or equivalent to attain a registered Class of building surveyor – restricted (all classes of buildings) or Class of building surveyor – unrestricted.
- Registered as a certifier at Class of building surveyor – restricted (all classes of buildings) or Class of building surveyor – unrestricted with NSW Fair Trading.

The criteria shown above is the minimum qualification and accreditation for each grade. Additional criteria/capabilities are outlined in Shoalhaven City Council's Building Surveyor Capability Framework.

- Hold or be eligible to acquire a NSW WorkCover Construction Induction card.
- Class C Driver's Licence.

Essential Teamwork and Customer Service Skills

- Ability to consult, share information and work collaboratively.
- Ability to demonstrate customer service values.
- Commitment to integrity, ethics, procedural fairness and objectivity.

Essential Technical Skills

- High level of expertise in the implementation of the Building Code of Australia and experience in the inspection and assessment of all Classes of proposed and existing buildings for compliance with the Code.
- Experience in carrying out fire safety audit inspections and issuing fire safety orders for the upgrading of existing buildings.
- Demonstrated working knowledge in the assessment of development applications pursuant to Section 4.15 of the Environmental Planning and Assessment Act and other related legislation.
- Demonstrated report writing skills, relevant to the assessment of development applications.
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.

- Demonstrated knowledge and understanding of use of Microsoft Office applications and other computer and mobile technology

Desirable Criteria

- High level negotiation and conflict resolution skills.
- An understanding of the local government environment

Principle Duties and Responsibilities

Role Specific Duties and Responsibilities

- Develop and implement the following functions in accordance with the Group/Section Plans:
 - BAL certificates and bush fire reports;
 - BCA advisory service.
- Provide expert technical advice on the Building Code of Australia/National Construction Code and other relevant building legislation.
- Carry out fire safety audits of existing buildings in accordance with the program and issue orders for upgrading where required.
- Provide regular reports to the Lead and Manager demonstrating compliance with relevant KPIs for the programs in accordance with the Group/Section Plans
- Process, assess, provide recommendation on and determination of development applications under relevant delegated authority, according to the requirements of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations 2021, and other relevant associated legislation.
- Undertake assessment of Construction Certificates, Complying Development Certificates, Building Information Certificates, Bushfire Attack Level Certifications as required, and prepare detailed compliance reports.
- Carry out inspections of sites, buildings, water service and drainage works and other inspections as necessary within the responsibilities of the Division and deal with associated correspondence in a prompt and efficient manner.
- Undertake critical stage inspections in accordance with the level of accreditation.
- Coordinate and prioritise tasks associated with processing development applications to ensure all relevant work is completed and performance targets achieved, including facilitating and implementing e-files and e-business functions as are expected.
- Liaise with external authorities and internal groups to ensure the proper assessment of applications and to inform Council policy.
- Provide an excellent quality of customer service to all internal and external stakeholders including,
- Continuous education, guidance and assistance as required,
- Development of quality presentations for public forums,
- Resolution of conflict between stakeholders in the development assessment process by mediation or other appropriate methods as deemed necessary.

- Fulfil the requirements of Duty Enquiries Officer as required.
- Perform inspections, interviews and collect information for the assessment and determination of development applications.
- Monitor the conditions of consents, performing inspections to ensure compliance.
- Identify applications requiring reporting to Council, Councilor briefing sessions and resident briefing, bringing them to the attention of the lead.
- Participate in meetings of Council as required, e.g. Pre-lodgement, Traffic Committee, Development Committee and resident briefings.
- Prepare written reports to Council and Committees of Council on development assessment applications, including reports on requested variations to existing policy or full Section 4.15 assessment reports as requested.
- Remain informed about statutory policy and technical changes which will affect the Development Planner role in Local Government, including relevant legislation, SEPPs, REPs, LEPs, DCPs and Council policy.

1. Adding Value and Completing Position Responsibilities:

- Ensures that all communication provided is correct, factual, timely, customer-focused and in accordance with the relevant legislative requirements and Council procedures.
 - Ensures the Supervisor, Lead or Manager is aware of difficult/sensitive issues which arise.
- Shares information within the work group to ensure others are kept informed of issues

2. Achieving Internal and External Customer Focused Service:

- Ensures work and behaviour adds value to the business of Council, within area of responsibility and corporately.
- Makes recommendations on improving practices and procedures relevant to functional responsibilities.

Behaves and works in a manner which demonstrates the Development Services team as a focused, professional and reliable service

3. Working With External and Internal Policies, Systems, Processes and Equipment:

- Works with legislation and existing procedures, to ensure compliance with Council's relevant processes and make modifications to processes and recommendations on improvements.

Works with TRIM, HPECM and other Council systems, to provide development services information, to assist with the development and review of development assessment processes or practices.

4. Communication and Relationships, Self and Team Development:

- Monitors conflicts and differences and contributes to the resolution of problems, to maintain an effective working environment.
- Works collaboratively and functions as an effective team member.
- Supports other employees to understand and utilise relevant systems and processes.

- Ensure knowledge of relevant legislation and trends are kept up to-date.

Participates in the Employee Performance Review (EPR) and uses feedback to develop skills, behaviour and attitude.

5. Contributing to Council’s Long Term Financial Plan:

- Ensures work is undertaken in a manner which is consistent with the budget and resources allocated.
- Provides recommendations on improving cost effectiveness within the Team.

Delegations

- The Financial Delegations of the position are:
 - Purchase order limit: Nil
 - Total expenditure control: Nil

Overall Corporate Responsibilities

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council’s Core Organisational Values - **Respect, Integrity, Adaptability & Collaboration.**
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council’s EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council’s Records Management Policies; ensure that all appropriate records are captured into Council’s recordkeeping system efficiently and effectively.
- Demonstrate a strong customer focus which is responsive, courteous, accurate and professional.

Other Information

Award / Agreement

Local Government (State) Award

Span of Hours

6:00am to 6:00pm

Spread of Hours

Monday to Sunday

Arrangement of Hours

35 hours within one week provided that at least two days off shall be granted

Pre-Employment Requirements

WWCC Required Y/N:	<u>N</u>	Police Check Y/N:	<u>N</u>
Pre-employment medical category:	<u>Category 3 – Low Risk</u>	Qualification Check Y/N:	<u>Y</u>

Date last reviewed:

21/10/2022

***This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency.*

Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.