



## Position Description

### A. POSITION PROFILE

**Position:**

**Senior Building Surveyor**

**Position Evaluation:**

*Award: Band 3 Level 3*

*Salary System Grade: 16*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award  
Permanent Full-time*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Development & Community*

**Section/Group:**

*Development Services*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Director Development & Community*

**Number of Staff Supervised by this position:**

Nil

### B. STATEMENT OF FUNCTION

Provide a technical advisory role to internal/external customers for building surveying, building compliance and environmental health.

### C. KEY RESPONSIBILITIES

- Assess and determine Development Applications and Part 4A Certificates for all classes of buildings appropriate to incumbent's level of BPB Accreditation and delegations. Ensuring the relevant statutory requirements, Council policies/procedures are met and complement the natural and built environment in the Cootamundra-Gundagai local government area.
- Ensure relevant statutes, Council objectives and policies are satisfied and enforced when performing inspections and evaluating other matters associated with existing and proposed development.
- Research, analyse and interpret relevant legislation, codes, policies, procedures and apply them in a practical context.
- Ensure customer enquiries, building status enquiries and complaint management are handled professionally in a courteous and efficient manner at all times.
- Maintain a current knowledge of building industry developments, practice and statutory responsibilities.

## D. DUTIES

### Building and Development

1. Investigate and co-ordinate land use compliance, building and development control to ensure compliance with relevant statutory requirements and Council policies/procedures.
2. Undertake and record site inspections and critical stage inspections of developments, buildings and structures ensuring compliance with development consent, Building Code of Australia, standards, Council codes and policies and in accordance with staff delegations.
3. Evaluate matters associated with existing development and illegal land use to ensure compliance with statutory requirements, including approvals and policies.
4. Liaise with and advise builders, developers, architects and the community in providing technical information and quality advice and clarifying Council's requirements on development, planning, building, health and environmental statutes, policies and practices.
5. Provide and record pre-lodgement advice on applications under Local Government Act and Environmental Planning and Assessment Act.
6. Assess and determine development applications and other approvals and issue construction and compliance certificates appropriate to level of BPB Accreditation.
7. Resolve building and development complaints/submissions received by Council in accordance with statutory requirements, Building Code of Australia and Council policies.
8. Research, analyse and interpret relevant legislation, codes, policies, procedures and apply them in a practical context.
9. Prepare accurate and timely field notes to enable informed decisions to be made in relation to investigations relating to land use, building and development compliance matters.
10. Facilitate and co-ordinate meetings and cross functional professional involvement to respond to compliance matters.
11. Issue notices, orders, fees and fines and commence prosecutions in accordance with relevant legislation, procedures and delegations.
12. Inspect and monitor swimming pools to ensure compliance with relevant building regulations and codes.
13. Inspect relevant premises to ensure adequate fire safety measures are in place and maintained.
14. Assist with the development of environmental policies, strategies and codes of practice.
15. Facilitate public education programs.

### Building Project Management

16. Co-ordinate staff and contractors to carry out Council building projects when and as directed.
17. Constructively communicate project/job requirements, standards and safety requirements to the contractors and work team.
18. Assist with the layout of the work plan and prepare worksite for safe work operations and following Traffic Control Plans where relevant (subject to qualification).
19. Ensure worksite/workplace tidiness and cleanliness is maintained and co-ordinate the construction and assembly of temporary barriers to ensure safety at the worksite.
20. Complete relevant documentation and records in a timely manner relevant to positional requirements.
21. Review and evaluate work in progress and on completion to ensure quality and effective and efficient use of resources.
22. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Tertiary qualifications in Building Surveying at Degree level or above or equivalent.
2. Demonstrated experience in a building surveying role ideally gained within a Local Government environment.
3. Eligibility for accreditation as Category A2 – Accredited Certifier – Building Surveying under the NSW Building Professionals Board Accreditation system.
4. Demonstrated working knowledge of relevant acts/legislation, standards and guidelines relevant to building surveying/environmental health.
5. Demonstrated skills in the use and application of the Microsoft suite of products (in particular Word and Excel).
6. Demonstrated high level investigative and reports writing skills.
7. Demonstrated high level interpersonal, negotiation and conflict resolution skills.
8. Current NSW Class C Drivers Licence.
9. WHS Construction Induction (NSW White card) or equivalent.
10. Working knowledge of roles and responsibilities under the WHS Act 2011.

## **F. DESIRABLE CRITERIA**

1. Post graduate qualifications in a relevant discipline.