

Position Description

A. POSITION PROFILE

Position:

Senior Building Surveyor

Position Evaluation:

Award: Band 3 Level 4

Salary System Grade: 17

Conditions of Employment:

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

Additional Benefits:

*Nine Day Fortnight
Leaseback Vehicle*

Position Occupant:

Vacant

Department:

Corporate, Community & Development

Section/Group:

Sustainable Development

Location:

Cootamundra ☒ Gundagai ☐

Direct Supervisor:

Manager Sustainable Development

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Provide a technical advisory role to internal/external customers in development planning, building surveying and building compliance.

C. KEY RESPONSIBILITIES

- Assess and determine Development Applications and Part 4 and 6 Certificates for all classes of buildings appropriate to incumbent's level of BPB Accreditation and delegations ensuring with the relevant statutory requirements, Council policies/procedures 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.

POSITION NUMBER

9051

DATE ADOPTED:

January 2024

APPROVED BY:

P.Woods
Deputy General
Manager

LAST REVIEWED:

January 2024

D. DUTIES

Building and Development

1. Undertake 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.
2. Evaluate matters associated with existing development and illegal land use to ensure compliance with statutory requirements, including approvals and policies.
3. 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.
4. Provide pre-lodgement advice of Local Government Act and Environmental Planning and Assessment Act applications.
5. Undertake assessments of and determine development applications and other approvals and issue construction and compliance certificates for all classes of buildings appropriate to level of BPB Accreditation.
6. Maintain a sound knowledge of the NSW Building Professionals Act and Codes of Conduct for Accredited Certifiers
7. Resolve building and development complaints/submissions received by Council in accordance with statutory requirements, Building Code of Australia and Council policies.
8. 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.
9. Issue notices, orders, fees and fines and commence prosecutions in accordance with relevant legislation, procedures and delegations.
10. Inspect and monitor swimming pool fencing and septic tanks to ensure compliance with relevant building regulations and codes.
11. Inspect and monitor commercial buildings essential fire safety services and ensure compliance with relevant building regulations and codes.
12. Prepare and issue inspection reports and compliance/non-compliance certificates from the NSW Swimming Pool Register.
13. Research and prepare proposals to minimise the impact of industrial, agricultural and urban processes on the environment.
14. Assist with the development of environmental planning policies, strategies and codes of practice.
15. Monitor the environmental impacts of development activities.
16. Prepare and present Council or Committee Reports relating to development applications.
17. Facilitate public education programs.
18. Review and evaluate work in progress and on completion to ensure quality and effective and efficient use of resources.
19. Mentor other staff in building surveying processes and procedures.
20. 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 certification role ideally gained within a Local Government environment for all classes of buildings.
3. Have obtained or eligible for accreditation as Category A2 – Accredited Certifier or Council Accredited Certifier under the NSW Building Professionals Board Accreditation system.
4. Demonstrated working knowledge of relevant acts/legislation, standards and guidelines relevant to development planning and building certification.
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 report 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. Eligibility for accreditation as Category A1 – Accredited Certifier under the NSW Building Professionals Board Accreditation system.
2. Post graduate qualifications in town planning, environmental health or other relevant discipline.
3. Demonstrated skills and experience in the use and application of the Civica Authority systems.
4. Experience in Local Government.