

### Building Surveyor

**Incumbent** Vacant

**Department** Environment and Planning

**Main Purpose of the Role**

To provide an effective and professional Building Surveying Service to a wide range of customers.

Undertake the processing of, and provide input into, a wide range of Development Applications in accordance with the Environmental Planning and Assessment Act.

To promote and maintain the image of Council as being caring, courteous and efficient.

**Reports to** Director Environment and Planning

**Staff Supervised** N/A

**Hours of Work** Full Time 35 hours per week

<b>Salary</b>	<b>Grade</b>	16	<b>Band</b>	2	<b>Level</b>	3	<b>Step</b>	E
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**Last Reviewed** 25 October 2016

## Part 1 – Operational Duties

- To assess and determine construction certificate applications in accordance with Environmental Planning and Assessment Act and Building Code of Australia
- To provide an inspectorial service to new and existing buildings under construction and to ensure compliance with development and building approvals
- To provide an assessment and inspection service for existing buildings as required to upgrade and/or maintain fire safety measures
- Undertake planning assessment of basic development applications
- Issue approvals under the Local Government Act and undertake inspections of works including but not limited to plumbing installations and onsite sewerage management systems
- To inspect buildings and recommend the issue of Classification Certificates
- To inspect solid fuel heater installations and provide advice regarding compliance
- To inspect and make recommendations on the issue of notices and/or orders in relation to Section 124 of the Local Government Act, and Section 121 of the Environmental Planning and Assessment Act
- To inspect and present written reports on unauthorised structures and buildings
- To prepare reports to Council on policy variations in relation to building and minor development matters
- To provide a public service by interview and availability during specified hours
- To provide professional advice to all clients of Council as and when required
- Observe requirements of the WH&S Legislation, relevant to the job and adhere to Council Policies and Procedures regarding WH&S
- Observe appropriate Council Policies and Procedures regarding day-to-day operations including Equal Employment Opportunity policies, and Council's Dress Code.

### General

- Answer phone enquiries from ratepayers on any matter considered relevant to the position and offer careful advice on other departments' functions in their absences
- Prepare reports to the Director Environment and Planning and Council for consideration when necessary
- Act in higher positions of responsibility from time to time as required
- Carry out any other duties within skill range as requested.

### Authority and Accountability

- Demonstrated ability to work with a minimum of supervision
- Demonstrated planning and prioritising skills
- Demonstrated ability to achieve results particularly in the regulatory field
- Demonstrated ability to research issues and make recommendations.

### Judgement and Problem Solving

- Ability to resolve technical interpretations of the relevant standards, legislation and Codes of Practice
- Ability to apply practical solutions to disciplinary variances within approvals area
- Ability to interpret customer needs from minimal information and to promote quick and effective solutions
- Ability to integrate new statutory and procedural requirements quickly into existing processing systems.

### Specialist Knowledge and Skills

- Specialist knowledge of Environmental Planning & Assessment Act 1979 and its operations in relation to approvals and orders
- Sound knowledge of Local Government Act and its operation in relation to approvals and orders
- Specialist knowledge of various principles, Standards and Codes of Practice applicable to building construction including Building Control, Planning, Fire Control Management, Fire Safety in Buildings, Licensing Regulations, material properties, construction techniques, plan interpretation, plumbing and drainage and related documentation
- Specialist knowledge of the BCA requirements including amendments
- Sound knowledge of Council operations, particularly those relative to approvals practices and procedures
- Ability to coordinate multi-disciplinary practices and procedures to deliver fully integrated results
- Experience in PC and various software related to local government.

### Management Skills

- Demonstrated ability to prioritise work and meet deadlines and guarantees
- Sound ability to assist in the advising and training of trainees and work experience personnel.

### Interpersonal Skills

- Sound ability for continual co-operation and co-ordination with other workers to gain productivity and service quality
- Demonstrated ability to communicate effectively with all stakeholders to deliver excellent customer service
- Proven ability to manage confidentiality provisions at all times
- Proven ability to write correspondence, reports and submissions
- Proven ability to negotiate agreements with customers and deliver positive outcomes.

### Essential Criteria for Appointment

- Degree or Diploma in Building Surveying
- Class "C" Drivers Licence
- Accredited as a Level 3 Building Surveyor by the Building Practitioners Board
- Experience working with local planning instruments and DCP's
- Excellent oral and written communication skills
- Well-developed conflict resolution and mediation skills
- Experience in exercising the regulatory functions of Council including the issuing of orders
- Demonstrated relevant experience in Local Government and/or related building/construction authority
- Current WorkCover Construction Industry Induction Card coupled with a thorough understanding of Work Health and Safety (WH&S) issues applying to work places.

### Entry Level Core Competencies

- Demonstrated ability to access and retrieve computer data (BSATEC102A)
- Demonstrated ability to operate a range of office equipment to complete routine tasks (BSATEC101A)
- Demonstrated ability to follow defined Work Health and Safety (WHS) policies and procedures (LGACORE102A)
- Demonstrated ability to provide service to customers in a local government environment (LGACORE103A)
- Demonstrated ability to work effectively in the local government context (LGACORE104A)
- Demonstrated ability to work with others in local government (LGACORE105A).

### Step 1 Pre-requisites

Skills, knowledge and other attributes for the position have been developed to a level where the work performance is accepted by the Director Corporate and Community Services as competent.

The assessment of performance being against the following:

- Demonstrated ability to undertake assessments of domestic scale building applications (LGAPLEM401A)
- Demonstrated ability to attend to requests for building and planning information and advice (LGAPLEM403A)
- Solid working knowledge of Council's policies and procedures
- Demonstrated ability to carry out all functions associated with the position with minimum guidance and supervision.

### Step 2 Pre-requisites

Quality and quantity of work are consistently performed at a higher than competent level.

The assessment of performance being against the following:

- Pre-requisites from Step 1, plus:
- Demonstrated ability to establish cooperative arrangements with other organisations (LGACOM404A)
- Demonstrated ability to provide quality and timely advice to council (LGACORE501A)
- Demonstrated ability to participate in negotiations (LGADMIN421A).

### Step 3 Pre-requisites

Skills and knowledge for the position are at an advanced level and the amount of relevant experience extensive. The role is performed with ease.

The assessment of performance being against the following:

- Pre-requisites from Steps 1 and 2, plus:
- Demonstrated ability to undertake research and analysis of the natural and built environment. (LGAPLEM406A)
- Sound knowledge of the Planning for Bushfire Protection guidelines
- Demonstrated ability to analyse complex development applications submitted to Council
- Ability to undertake performance based assessments in accordance with the Building Code of Australia.

### Step 4 Pre-requisites

- Pre-requisites from Steps 1, 2 and 3, plus:
- Achieved accreditation by Building Practitioners Board as a Level 2 Certifier
- Ability to negotiate suitable outcomes in complex matters involving a number of stakeholders
- Detailed knowledge of essential fire safety services and fire engineering.

## Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

### WHS & R Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements
- Work towards achieving set WHS&R targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the Work Health and Safety Act 2011 and Regulations
- Participate in workplace WHS&R inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc.
- Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure.
- Ensure any WHS&R Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting WH&S Risk Assessments and in the implementation of control measures.

### WHS & R Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies
- Attending all compulsory and relevant training.

### WHS & R Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

### Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to climb ladders frequently
- Ability to walk on both even and uneven ground.

### Work Environment

- Dealing with the public
- Communicate frequently in person or by telephone
- Frequently operating office equipment including computer, photocopier, facsimile.

### Work Hazards

- The person is likely to carry out field inspections which may include walking on uneven surfaces and in areas having difficult terrain
- Some work areas may have offensive smells and appearance, e.g. sewage treatment plants and landfills
- Prolonged sitting, standing or walking
- Close eye work
- Dust
- Noise
- Frequent bending/stooping
- Driving motor vehicles
- Climbing steps or ladders
- Working in wet conditions
- Prolonged exposure to sunlight.

## Part 6 – Miscellaneous

### Delegations

Nil.

### Special Conditions of Employment

Nil.

### Additional Duties

Nil.





**Greater Hume Shire**

simply greater

## **Building Surveyor - Category 2**

An exciting opportunity is available for a motivated person to join the ranks of Greater Hume Shire Council as Building Surveyor. The position is located at Culcairn which is ideally situated between the regional centres of Albury and Wagga Wagga. Excellent health, educational and recreational facilities are available locally and in the regional cities.

The successful applicant will be committed to providing exceptional customer service to Council's internal and external customers. They will have the opportunity to undertake a wide variety of tasks associated with the position and play a key role in Council's Environment and Planning department.

Applicants will hold a Grade 2 level of accreditation with the Building Professionals Board and have a reasonable level of demonstrated experience within a similar role.

Attractive remuneration package commensurate with qualifications and experience along with a motor vehicle leaseback arrangement will be offered to the right candidate. The position is permanent full time and offers a nine day fortnight working arrangement.

Council's Employment Application Guidelines and Position Description for this vacancy can be downloaded from Council's website [www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au). For any specific enquiries relating to the position please contact Council's Director Environment and Planning, Colin Kane T: (02) 6044 8928.

Applications can should be emailed to [jobs@greaterhume.nsw.gov.au](mailto:jobs@greaterhume.nsw.gov.au).

**Applications will be received up to the close of business on Friday, 23 June 2017.**

**Greater Hume Shire is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.**