



Position Description

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| Position Title: | Building Surveyor (PN 3603) | | |
| Position Type: | Permanent Full-time | | |
| Department: | Development and Compliance | | |
| Date Approved: | November 2023 | Version Number: | 1 |
| Hours per week: | 35 | Award Classification: | Band 3 Level 2 |
| FTE | 1 | Salary Classification | Grade 5 |

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

1. Primary Objective (Role Purpose)

Undertake building and environmental health regulation functions on behalf of Council to ensure safe building practices and that our natural and built environment is valued and protected through the upholding, and enforcement, of relevant legislation.

2. Key Accountabilities

- Provide technical support to the Team Leader by supporting and guiding building certifiers in carrying out their duties in relation to building certification, public safety, and investigation of unlawful building works.
- Provide advice in assessments of applications with respect to building and fire safety matters.
- Ensure that building related applications and certificates are professionally and efficiently assessed and processed in accordance with Council policy and statutory requirements.
- Inspect approved activities for compliance with conditions of consent and general legal compliance and implement appropriate legal actions.
- Monitor compliance with relevant laws, regulations and Council policies and undertake necessary education/enforcement procedures where breaches are evident.
- Maintain the necessary accreditation through the Building Professionals Board to carry out critical stage inspections and issue Construction Certificates.
- Conduct plumbing and drainage inspections in accordance with the NCC (BCA) and the NSW Plumbing & Drainage Act and prepare drainage diagrams.
- Assist various enforcement functions and infringement notices as required to assist ranger services.
- Contribute to a continuing improvement program for assessment and regulatory procedures and policies.
- Ensure that best practice customer service techniques and conflict resolution skills are used in all interactions with members of the public, Councillors, other staff within Council and other external agencies.
- Advise the public (via customer enquires), management and Council on a comprehensive range of building matters.
- Represent Building & Regulations Services and/or Council on relevant committees, professional forums, and public meetings.
- To contribute proactively to the creation of a harmonious and supportive culture within the work group, together with management and staff in other departments.
- Ensure compliance with legislative, industrial and Council policy requirements and standards in Workplace Health & Safety.
- Provide advice relating to building matters as required by internal referral.
- Keep up to date with industry and legislative developments relating to development and environmental compliance including providing input into submissions on behalf of Council with respect to policy and legislative change.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Bellingen Shire Council.
- Champion and role model Council's vision and values to enhance team culture and performance.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Tertiary qualifications in Building Surveying and relevant experience in building certification.
- Registration with NSW Fair Trading as a building surveyor – unrestricted (all classes of buildings) [formerly A1 Accreditation]; Registration with NSW Fair Trading as a building surveyor – restricted (all classes of buildings) [formerly A2 Accreditation]; under the Building and Development Certifiers Act 2018 and Regulation 2020. Or evidence certification can be obtained within 3 months preferably and no later than 6 months.
- Current Class C Driver Licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- A strong knowledge of Building Certification legislation including the Building Code of Australia.
- Detailed understanding of and ability to apply the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Protection of the Environment Operations Act 1997 and Swimming Pools Act 1992 and all associated Regulations.
- Previous Local Government experience in a similar role (desirable).
- Development assessment experience (desirable).
- Experience utilising and administering the Greenlight software of which Bellingen Council utilises for all application workflows (Development applications, Construction certificates, Building Information certificates, Occupation Certificates etc) (desirable).

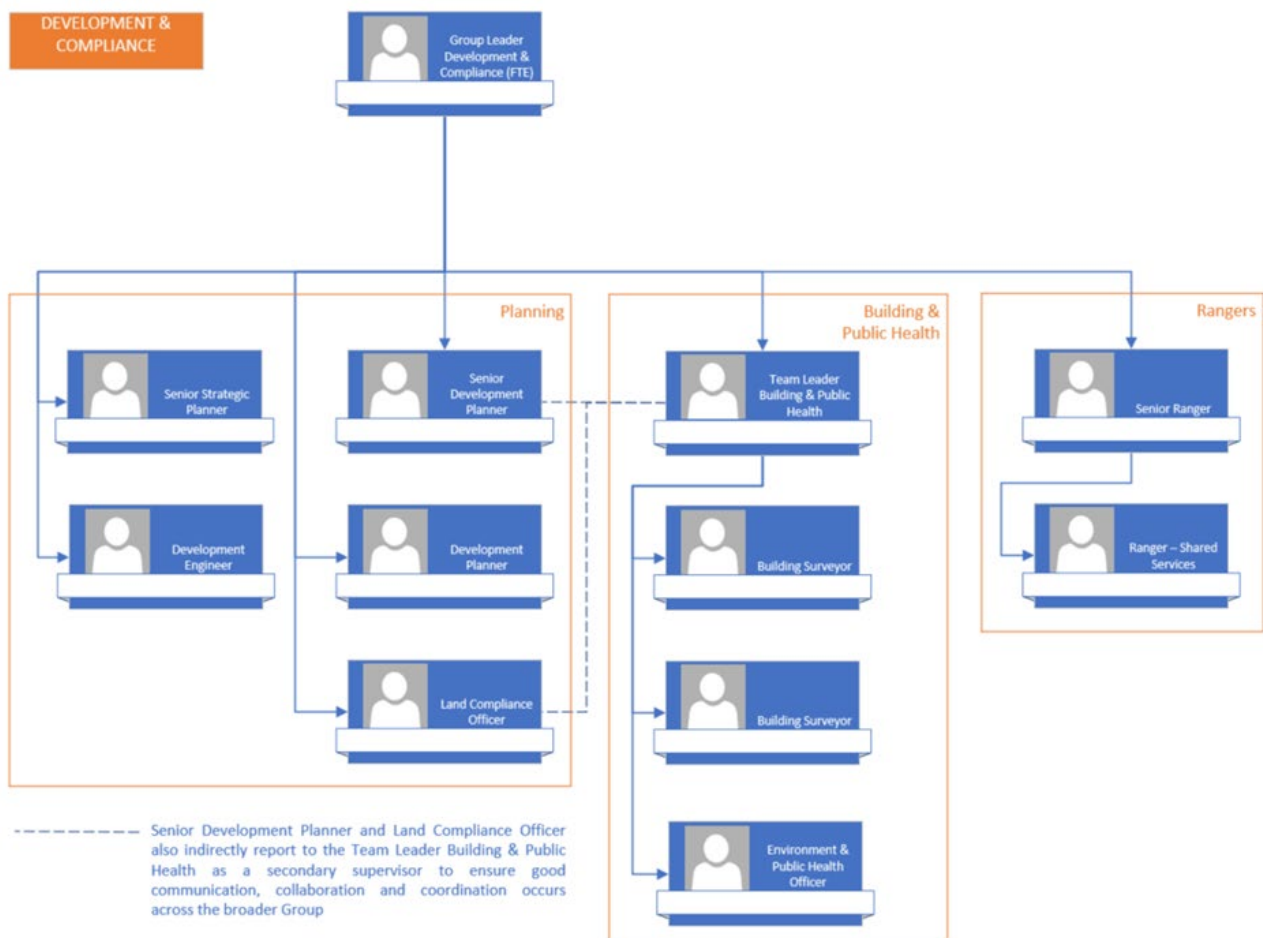
Skills

- Good high level written and oral communication skills.
- Sound computer literacy.
- Good negotiation skills and good conflict resolution skills.
- Ability to provide good quality customer services
- Demonstrated organisational, time management, analytical and innovative problem-solving skills that are customer and outcome focused.
- Demonstrated ability to guide a team to deliver services that are 'easy to do business with'.
- Ability to create a positive emotional climate in your team.
- Being solution focused rather than problem focused.
- Demonstrated ability to provide and negotiate innovative workable solutions to complex problems (desirable).
- Highly developed skills in conflict resolution (desirable).

4. Supervision Received

This role reports to the Team Leader (Building and Public health)

5. Group structure



6. Delegations

The Building Surveyor will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»