

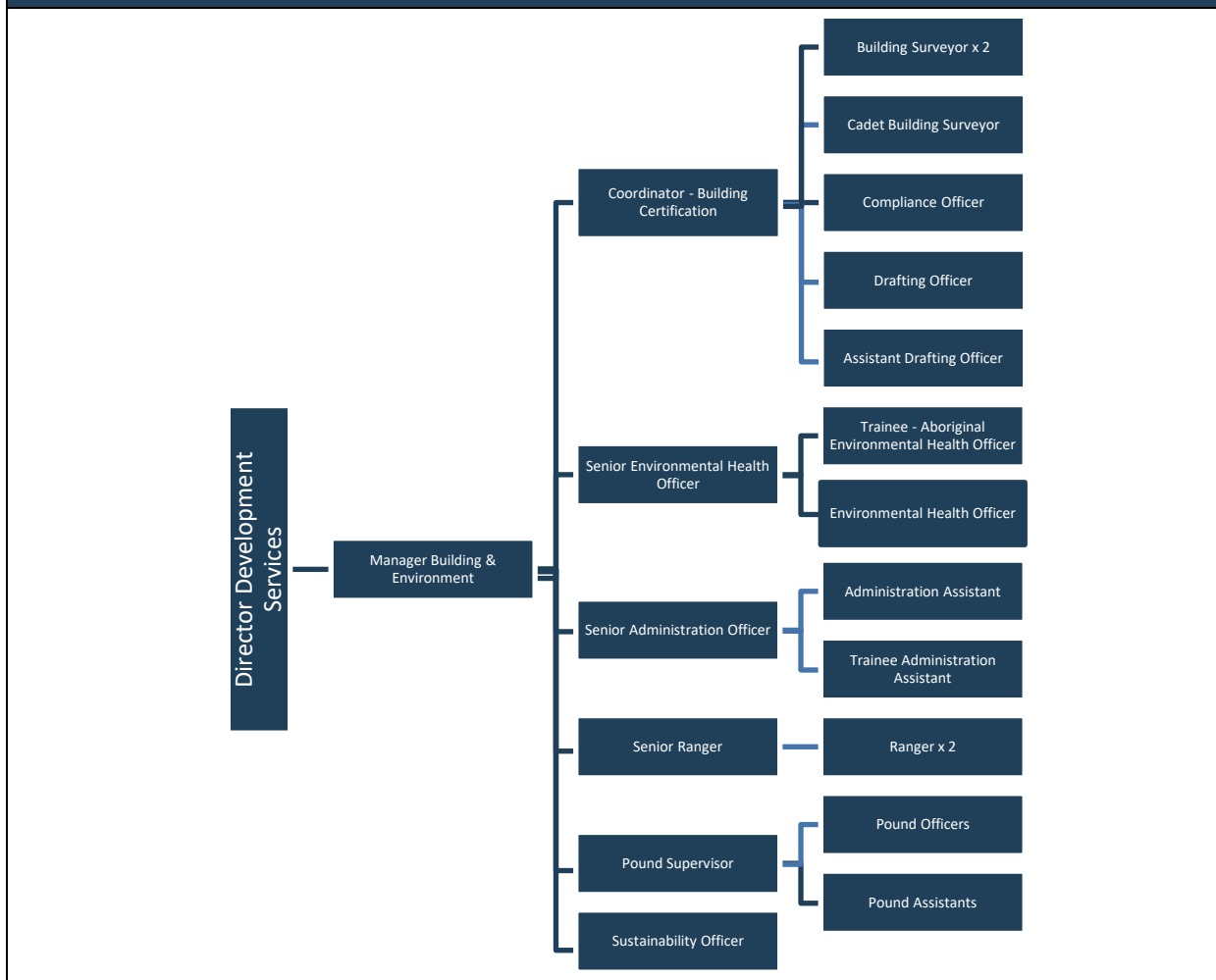
Position Title:	Building Surveyor
Position Number:	3011, 3030, 3066
Division:	Development Services
Section:	Building and Environment
Grade:	11
Delegations:	As allocated in the Delegations Register
Position FTE Hours:	35

Primary Purpose

Administer the provisions of regulatory legislation in the fields of building and development control and provide technical advice for the same.

To be an essential part of the core area and provide efficient customer service by way of carrying out the assessment of development applications, issuing development consent, Part 4A certification certificates, carrying out inspections, and responding to requests from internal and external customers.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant degree qualifications in Building Surveying, or related Building disciplines. Qualifications in Environmental and Public Health, Engineering, Town Planning or other related post-graduate qualifications are desirable
- Current council or private accreditation under the Building Professionals Board Scheme, or be eligible to obtain council accreditation (Minimum A2)
- Current driver's licence

Skills and Experience

- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Experience in building certification and processing of Development Applications and Applications for all classifications, including the assessment of alternative solutions under the BCA
- Experience in issuing development consent, Part 4A certification certificates and carrying out inspections
- Experience in a similar role including in dealing with building compliance in Local Government, processing of Development Applications and Applications for all certifications under the Environmental Planning and Assessment Act 1979, including those requiring assessment under performance objectives of the BCA.
- Demonstrated ability to coach and mentor other Environmental Health and Building Surveyors
- Demonstrated knowledge in building construction principles, broad based inspection experience of buildings, and ability to interpret and apply performance based building regulation.
- Proven effective negotiation, conflict resolution, problem solving and influencing skills
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Knowledge of relevant legislation including the Local Government Act 1993, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act, Swimming Pool Act, Food Act, Building Code of Australia and Australian Standards as they relate to building assessment and enforcement.
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Perform all of the regulatory functions and duties of an authorised Building Surveyor.
- Conduct building assessment and certification service and project manage individual application or work tasks.
- Ensure compliance of a built environment which is healthy safe and amenable.
- Provide timely and accurate assessment of applications for certifications and act as

principal certifying authority as required under the provisions of the Environmental Planning and Assessment Act 1979.

- Provide timely and accurate assessment of applications for approval made under the Local Government Act 1993 (including plumbing and drainage works)
- Ensure prompt, accurate and cost-effective delivery of any other services in line with the objectives of the Council.
- Liaise with the applicant and other relevant bodies as appropriate
- Refer applications for internal/external comments and/or approvals as appropriate
- Make recommendations or approve under delegated authority given by Council for allocated applications or work tasks
- Draft/issue correspondence or reports for allocated matters
- Recommend legal action and represent the City before Courts in allocated matters
- Assessment and approval of Section 68 applications
- Carry out progress/final inspections of buildings and site works as appropriate to ensure compliance with approved plans and meet conditions of development consent and other safety and regulatory requirements.
- Ensure that buildings, including those of significant complexity, comply with statutory and Council requirements as regards public safety, health and amenity.
- Ensure that building related activities which affect the public way, health, safety and amenity are adequately regulated.
- Conduct regular inspections, assess and make recommendations for compliance related matters.
- Assist in the development and implementation of policy codes and procedures.
- Keep abreast of building regulation and building technology changes
- Conduct research, collate and coordinate relevant information
- Liaise, negotiate and give professional advice to clients and their consultants in a proactive and responsive manner.
- Refer and follow up public complaints.
- Ensure that environmental, health, and structural related aspects of buildings, and structures, comply with safety, use and regulatory standards and codes.
- Liaise with other members of the Department and across other areas of Council to ensure that issues are identified, matters are followed up and actions taken.
- Liaise with relevant Council staff, other agencies, businesses and property owners/developers to ensure effective co-ordination and co-operation.
- Ensure that matters identified for action are followed up and finalised and that urgent matters are dealt with appropriately.
- Provide responsive feedback to customers on the progress of their requests or complaints.
- Develop and maintain a professional working relationship with stakeholders including relevant government departments and regional alliances
- Ensure compliance with legislative, statutory and Council Policy
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Coaches "Shares It"</p> <ul style="list-style-type: none"> • Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning. • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Customer Focus - Coaches "Shares it"</p> <ul style="list-style-type: none"> • Commit to delivering customer focused services in line with strategic objectives. • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships	<p>Influence and Negotiate - Coaches "Shares it"</p> <p><i>Persuade and gain commitment from others, and resolve issues and conflicts.</i></p> <ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results	<p>Problem Solving - Coaches "Shares it"</p> <p><i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
	<p>Plan and Prioritise - Demonstrates "Achieves it"</p> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules

Technical

Information and Technology - Coaches "Shares it"

Use technology and information to maximise efficiency and effectiveness.

- Selects appropriate technologies for projects and tasks
- Identifies ways to leverage the value of technology to achieve outcomes
- Ensures team understands their obligations to use technology appropriately
- Ensures team understands obligations to comply with records, information and knowledge management requirements

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above 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.

- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	