

## POSITION DESCRIPTION

Senior Building Surveyor  
(POS1105 & POS1922, POS1540, POS1541)

<b>Directorate:</b>	City Economy & Growth	<b>Department:</b>	Community Standards		
<b>Position Grade:</b>	15 Planner	<b>Reports to:</b>	Team Leader Building & Compliance		
<b>Last review:</b>	November 2017	<b>Next review:</b>	November 2019	<b>Version No.:</b>	4.0

### Position purpose:

To ensure that applications for Part 4A certificates (including complex applications) and the PCA role under the Environmental Planning and Assessment Act 1979 (EP&A Act) are assessed in accordance with the Building Code of Australia and the EP & A Act, within agreed time frames.

To undertake other building related functions including inspections under the Swimming Pools Act 1992 and the Local Government Act 1993.

### Key accountabilities/responsibilities:

Responsible for:

- 1) Assessing and determining Construction Certificates, Occupation Certificates, Complying Development Certificates and Building Certificates for all classes of buildings in accordance with relevant Acts and Regulations
- 2) Carrying out critical stage inspections for all classes of buildings
- 3) Assessing and determining applications in accordance with the Swimming Pools Act 1992 and Regulation
- 4) Providing efficient, proactive and informative responses to all customers as per legislative requirements, reflecting Council's Corporate Values
- 5) Issuing Notice of Intention/Orders and carrying out enforcement action as necessary
- 6) Contributing to the team environment including reviewing processes and procedures to ensure a high level of customer service is maintained
- 7) Investigating and resolving complaints and requests from the community, consultants and other stakeholders regarding a range of building issues

### Decisions made in the position:

- 1) As per the delegations of the position

### Decisions referred:

- 1) Any decisions above delegation

### Key issues/challenges:

- 1) Timely and accurate assessment of all applications, in particular Part 4A certificates
- 2) Providing a high level of customer service
- 3) Prioritising work with competing priorities
- 4) Knowledge, awareness and understanding of legislation and keeping abreast of changes
- 5) Ensuring appropriate level of accreditation is maintained applicable to this role

### Key working relationships:

- Planning & Growth Managers
- Statutory Planning team

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| <ul style="list-style-type: none"> <li>Community</li> <li>Team Leader Building &amp; Compliance</li> </ul> | <ul style="list-style-type: none"> <li>Community Standards Team</li> <li>Consultants</li> </ul> |
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## POSITION SPECIFICATION

*This section needs to be addressed in any application for this position.*

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Degree or Graduate Diploma in Building, Engineering, Construction field or equivalent
- Accredited at A3 under the NSW BPB Accreditation Scheme
- Current Class C Drivers Licence
- WHS White Card

#### Experience

- Demonstrated extensive experience in inspections to ensure compliance with relevant standards and codes
- Experience in dealing with the community and the professional industry to achieve the best possible outcome
- Experience and ability to interpret relevant legislation and policies
- Experience in mentoring team members

#### Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Strong knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Building Code of Australia, and other related legislation
- Knowledge of relevant Court procedures
- Excellent communication and interpersonal skills to explain complex legislation to the general public
- Time management skills
- Computer literate with knowledge of office programs including Word, Excel, Outlook.
- Ability to interpret relevant legislative and policies with the ability to make appropriate decisions bearing in mind the circumstances and legislative requirements

### DESIRABLE CRITERIA

#### Qualifications/Licences/Experience/Knowledge and Skills

- Accredited at A2 or higher under the NSW BPB Accreditation Scheme
- A commitment to continual professional development
- Ability to have a creative approach to the processes and any reviews that may be undertaken
- Computer literate with knowledge of Trim and Pathway

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## CORPORATE VALUES

*This section does NOT need to be addressed in any application for this position.*

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

### 1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

### 2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

### 3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

### 4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

### 5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.