

POSITION DESCRIPTION

Building Surveyor
(POS1106, POS1714, POS1718,)

Directorate:	City Economy and Growth	Department:	Community Standards		
Position Grade:	12 (Planner)	Reports to:	Coordinator Building and Compliance		
Last review:	February 2021	Next review:	February 2023	Version No.:	5.0

Position purpose:

To ensure that applications for Part 4A certificates and the PCA role (under the Environmental Planning and Assessment Act 1979) (the Act) are assessed in accordance with the Building Code of Australia and the Act, within agreed time frames. 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 predominately Class 1 and Class 10 buildings
- 2) Carrying out of critical stage inspections for all class of buildings
- 3) Assessing and determining Swimming Pool applications under the Swimming Pools Act 1992 and Regulation.
- 4) Contributing to the team environment and consider options for improving our business through reviewing processes and procedures to provide a high level of customer service
- 5) Investigating and resolving complaints and requests for information from the community, consultants and other stakeholders regarding a range of building issues

Decisions made in the position:

- As per the delegations of the position

Decisions referred:

- Any decisions above delegation

Key issues/challenges:

- 1) Timely and accurate assessment of Part 4A certificates
- 2) Providing a high level of customer service whilst also ensuring compliance with regulations and building codes
- 3) Prioritising work with competing priorities in a high volume environment
- 4) Knowledge, awareness and understanding of building legislation and keeping abreast of changes

Key working relationships:

- Coordinators, Building and Compliance
- Other building surveyor and compliance staff
- Community
- Statutory Planning team
- Community Standards Team
- Consultants

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree, Graduate Diploma or Diploma in Building, Engineering, Construction field or equivalent.
- Accredited at A4 under the NSW BPB Accreditation Scheme (Building inspector under Building Development Certifiers Regulation)
- Current Class C Drivers Licence
- WHS White Card

Experience

- Demonstrated experience in building certification and 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
- Demonstrated experience in provision of a high standard of customer service and resolving issues through mediation and conflict resolution

Knowledge and Skills

- Knowledge of Workplace Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Building Code of Australia, and other related legislation
- Excellent communication and interpersonal skills to explain complex legislation to the general public
- Computer literate with knowledge of office programs including Word, Excel, Outlook
- Ability to interpret relevant legislation 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 A3 or higher under the NSW BPB Accreditation Scheme (Building Surveyors – restricted Class 1 and 10 buildings)
- A commitment to continual professional development
- Computer literate with knowledge of Trim and Pathway

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous