

## POSITION DESCRIPTION

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

<b>Directorate:</b>	Planning & Compliance	<b>Department:</b>	Community Standards
<b>Position Grade:</b>	15 Planner	<b>Reports to:</b>	Coordinator Certification Unit
<b>Last review:</b>	October 2022	<b>Next review:</b>	October 2022
		<b>Version No.:</b>	5.0

### 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.

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Degree or Graduate Diploma in Building, Engineering, Construction field or equivalent
- Registered Certifier – Building Surveyor – Restricted (Class 1 and 10 buildings)
- 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

## **Our vision:**

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

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**