

POSITION DESCRIPTION

Assistant Building Surveyor
(POS1924) & (POS 1108)

Directorate:	City Economy & Growth	Department:	Community Standards
Position Grade:	9-10	Reports to:	Coordinator Building and Compliance
Last review:	November 2019	Next review:	January 2021
		Version No.:	4.0

Position purpose:

To improve quality of life within the community through assisting in the assessment of Construction Certificates, the Building Program and achieving the objectives of the Community Standards unit, whilst liaising with the public, developers and shop keepers and replying to both written and verbal Building related enquiries.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assisting in assessment, appraisal and processing of Construction Certificates and Building Certificates and other Certificates under Part 4A, within agreed time frames.
- 2) Undertaking as required, relevant inspections in Building and issuing appropriate correspondence in accordance with office practices, Council policies and State provisions.
- 3) Providing efficient, pro-active, informative and responsive service to all customers consistent with legislation, regulations, Council policies, objectives and values.
- 4) Preparing Notices / Orders and taking appropriate enforcement action where considered necessary, taking into consideration the interest of the community with due attention to practice and procedure.
- 5) Attending and resolving complaints relevant to Building matters and keeping customers informed through regular consultation.
- 6) Participating in Council's Building Programs (e.g. Swimming Pool Safety) by undertaking inspections and ensuring compliance with legislation.
- 7) Providing assistance and support to other units of Council and external authorities.
- 8) Ensuring records are accurate and maintained on Council record systems.
- 9) Undertaking limited administrative duties associated with new and amended policies and procedures relating to Health and Building.
- 10) Undertaking projects as directed by Director Planning and Growth and/or Manager Community Standards.

Decisions made in the position:

- 1) Position granted delegation of authority by Chief Executive Officer and decisions made must be in accordance with the positions delegation.

Decisions referred:

- 1) Decisions referred must be in accordance with the positions delegation

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Key issues/challenges:

- 1) Timely and accurate assessment of Construction Certificates, Building Certificates and other Part 4A Certificates.
- 2) Meeting the community's expectations with Building Standards.
- 3) Awareness and understanding of changes to legislation and policy.
- 4) Ensuring a high level of customer service principals in delivering of all aspects of the position.
- 5) Investigating and resolving complaints and requests for information from the community and other stakeholders regarding a range of Building issues.
- 6) Achievement of daily duties and responsibilities.
- 7) Prioritising work / competing priorities.
- 8) Assisting in updating policies and procedures and creating new policies and procedures where required.

Key working relationships:

- Manager Community Standards
- Development Assessment Department
- Community
- Coordinator Building and Compliance
- Community Standards Team

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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Studying for a Degree, Graduate Diploma or Diploma in Building, Engineering or Construction field.
- Current OHS White Card
- Current Class C Drivers Licence

Experience

- Experience in assessment of applications and inspections in Building to ensure compliance with regulations, standards and codes
- Experience in dealing with the community and others in a professional manner
- Prepared to work flexible hours to achieve and complete necessary tasks

Knowledge and Skills

- Knowledge of Occupational Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Working knowledge of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Building Code of Australia and Protection of the Environmental Operations Act, 1997 and other related legislation
- Good communication and interpersonal skills in explaining legislation to the general public
- Report writing skills
- Time management skills
- Understanding of updating policies and procedures and developing new policies and procedures
- Computer literate with knowledge of office programs including Word, Excel, Outlook
- Ability to work in a team

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Accredited at A4 or higher under the NSW BPB Accreditation Scheme
- Ability to interpret Act and Policies to make the appropriate decision, bearing in mind the circumstances and the legislative requirements
- Ability to have a creative approach to the processes and any reviews that may be undertaken
- Mediation and conflict resolution skills with the ability to negotiate and resolve issues
- 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