

POSITION DESCRIPTION

Senior Building Surveyor – Fire Safety

POSITION TITLE	Senior Building Surveyor – Fire Safety	POSITION CODE	DEV421
DIRECTORATE	Shire Futures	SECTION	Development Services
REPORTS TO	Team Leader Building Approval and Certification	GRADE	J
DATE PD APPROVED	November 2017	LOCATION	Picton
DATE PD REVIEWED	July 2026	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together*. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to Co-ordinate, implement and maintain an essential Fire Safety services program for commercial and industrial premises across the Shire and to assess applications and certificates in accordance with relevant Acts and legislation.

KEY ACCOUNTABILITIES

- Comply with the Local Government Act 1993 (NSW), Environmental Planning and Assessment Act, Swimming Pools Act 1992, Protection of the Environment Operations Act 1997 and other relevant Acts and regulations.
- Implementation of Council's essential services relating to the Fire Safety program including; assessment of certificates, statements, schedules, all associated documentation and undertaking enforcement functions.
- Assess applications, certificates and other related applications and conduct building inspections in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and other relevant legislation.
- Preparation of correspondence and reports as required and prepare & give evidence in relation to any matter before the Land & Environment Court of NSW.
- Provide input and advice to the broader Development Team relating to Building Surveying and Certification matters.
- Provide professional advice to Builders, Developers and the general public in relation to matters relevant to the Directorate.
- Involvement in continuous improvement of systems and processes as outlined in the performance agreement. This includes mentoring of less experienced staff.
- Additional duties as required within the limits of the employees skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. Undertake assessment and determinations of Development Applications, Construction Certificates, Occupation Certificates, Complying Development Certificates, Building Information Certificates, Section 68 applications and other related applications and certificates in accordance with the requirements of relevant legislation and Council policies and procedures.
2. Provision of specialist fire safety technical advice and program compliance, including assessment of Clause 93/94 Environmental Planning and Assessment Regulation 2000 considerations.

POSITION DESCRIPTION

Senior Building Surveyor – Fire Safety

3. Provision of professional advice to management and the public in relation to matters relevant to the Directorate, including producing reports to Council or the Local Planning Panel on matters relevant to the position.
4. Key personnel for fire safety matters, including internal referrals and referred matters from FRNSW.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

WHY?

Employees, Managers, Directors

The position acts as a source of information to council staff. Decisions usually effect one team or group.

EXTERNAL INFLUENCE?

WHY?

Residents and ratepayers

The provision of specialist professional services an advice to external parties, on behalf of Council.

AUTONOMY AND DECISION MAKING

The jobholder provides specialist professional services and advice. Situations are often complex and/or of high significance. Decisions and judgement are made within the scope of the position and delegations given by the Chief Executive Officer. Please see the delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: 'how we do things around here'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the fill list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

POSITION DESCRIPTION

Senior Building Surveyor – Fire Safety

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Intermediate	- Identifies and responds quickly to customer needs - Demonstrates a thorough knowledge of services provided - Puts the customer and community at the heart of work activities - Takes responsibility for resolving customer issues and needs

POSITION DESCRIPTION

Senior Building Surveyor – Fire Safety

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Intermediate	- Gathers and investigates information from a variety of sources - Questions basic inconsistencies or gaps in information and raises to appropriate level - Asks questions to get to the heart of the issue and define the problem clearly - Analyses numerical data and other information and draws conclusions based on evidence - Works with others to assess options and identify appropriate solutions
Results Deliver Results	Intermediate	- Takes the initiative to progress own and team work tasks - Contributes to the allocation of responsibilities and resources to achieve team/project goals - Consistently delivers high quality work with minimal supervision - Consistently delivers key work outputs on time and on budget

SELECTION CRITERIA INHERENT REQUIREMENTS

Essential Experience

- A minimum of four (4) years relevant work experience.
- A sound working knowledge of NSW Planning Legislation.
- Demonstrated experience in implementation of a fire safety program, including assessment of certificates, statements, schedules and enforcement functions.
- Demonstrated experience in assessment of fire safety compliance for both proposed and existing buildings, in accordance with relevant legislation.
- Ability to work both autonomously and in a team environment with demonstrated experience in mentoring.
- Demonstrated provision of consistent high level of customer service.
- Demonstrated ability and experience in planning, problem solving, process improvement and time management.
- Considerate of cost implications associated with the position.

Essential Qualifications, licences and tickets

- Tertiary qualifications in Building Surveying, Fire Safety, or equivalent.
- Accreditation with NSW Fair Trading at a registration level of Building Surveyor – restricted (all classes of buildings) and/or Fire Safety Engineer under the Building & Development Certifiers Act 2018.
- NSW Drivers Licence.

DESIRABLE REQUIREMENTS

- Accreditation with NSW Fair Trading at a registration level of Building Surveyor – unrestricted.

POSITION DESCRIPTION

Senior Building Surveyor – Fire Safety

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

WHS PHYSICAL TASK REQUIREMENTS

Senior Building Surveyor – Fire Safety

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Close eye work – tasks involve the inspection of small defects/small parts
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
 - Light 0-9kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.

WHS PHYSICAL TASK REQUIREMENTS

Senior Building Surveyor – Fire Safety

- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: