

Position Description



Position Details

Position Title Building Surveyor/Senior Building Surveyor

Job Location The Shire of Esperance Administration Building

Position Level Negotiated Salary

Department/Division External Services / Building Services

Reports to (Title) Coordinator Building Services

Employment Type

☒ Full Time

☐ Part Time (*please specify hours*)

☐ Casual

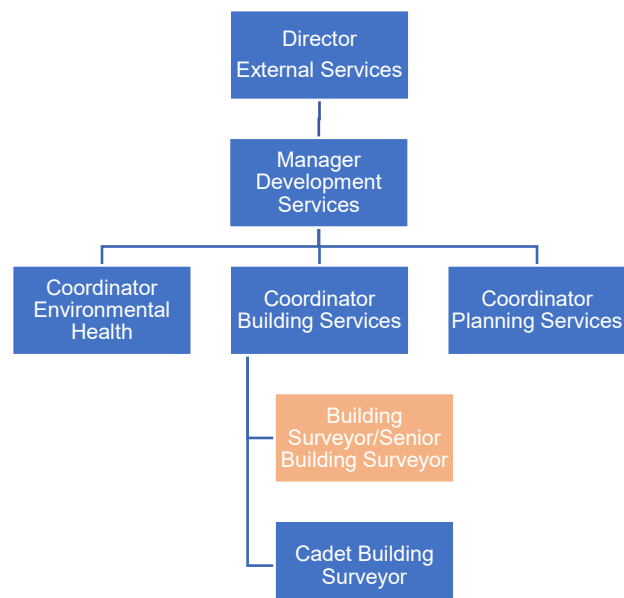
Hours Per Week

38

Position Summary

To take a proactive role in ensuring that Building Services meets its objective and statutory requirements under the National Construction Code, Australian Standards, relevant legislation relating to building and demolition work, other related statutes, Local Laws and policies within the Shire of Esperance.

Organisational Structure External Services



Specific Accountabilities of the Position

- Demonstrated sound knowledge of statutory law and requirements relevant to permit authority, the *Building Act 2011*, *Building Regulations 2012*, National Construction Code, associated Australian Standards, and Shire of Esperance Local Laws and Polices.
- Process applications relating to building within statutory timeframes, in an efficient manner with a high focus on providing quality customer service.
- Follow procedures and processes relevant to the position.
- Undertake transparent, consistent and technical assessments of building applications and compliance matters.
- Maintain all records in accordance with the Shire of Esperance records system – Content Manager.
- Provide clear guidance and advice to the public in relation to building, property and regulatory matters.
- Resolve problems where there is technical or specialist complexity relating to building matters.
- Provide advice and guidance on maintenance programs and proposals for Council-owned buildings.
- Assist in preparation of monthly statistical reports to Council, Australian Bureau of Statistics and organisations.
- Provide administrative and technical support to Coordinator Building Services.
- Assist with property settlement inquiries relating to buildings and pool safety barriers in Esperance.
- Assist and respond to initiatives in the review and development of policies, work procedures and general improvement of Development Services.
- Undertake building inspections and report accordingly.
- Undertake pool barrier safety inspections and prepare reports in accordance with legislative requirements.
- Resolve complex technical or specialist building matters through investigation, negotiation and professional judgement.
- Prepare building orders when necessary.
- Investigate complaints in relation to non-compliant building works.
- Undertake other responsibilities and duties as directed.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.

- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Formal qualification and registration as a Building Surveyor in Australia.
2. Well-developed skills to assess building application plans and specifications in accordance with the National Construction Code and associated Standards.
3. Demonstrated ability to resolve problems where there is technical or specialist complexity relating to building approvals.
4. Ability to work in a diverse area of daily tasks which may include technical assessments, inspections, customer service, compliance and in-house guidance or liaison.
5. Ability to undertake building inspections.
6. Ability to undertake pool barrier safety inspections.
7. Ability to address compliance matters.
8. Well developed conflict resolution skills.
9. Ability to work in a team environment.
10. Well developed written and verbal communication.
11. Sound experience in working with various computer systems.
12. Highly developed customer service skills.
13. Effective time management skills.
14. High attention to detail.
15. Ability to legally drive standard C class vehicles.

Desirable

1. Experience using Content Manager, Civica (Authority)
2. Ability to interpret and apply basic statutory requirements in relation to Town Planning Scheme, Residential Planning Codes, Council Policies and Local Laws
3. Developed understanding of the Building Trades Industry

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.