



Position Description

Position Title:	Building and Environmental Health Surveyor
Position Code:	3302
Basis of Employment	Full time – 35 hours
Classification:	Grade 17
Reports to:	Manager Development and Regulatory Services
Location:	Bland Shire Council, Shire Street West Wyalong
Date Position Approved:	1 March 2009

Primary Purpose of the Position

Deliver professional building, development and environmental health outcomes through high-quality assessment, certification, inspection and regulatory services. The position plays a key role in protecting public health, safety and the environment enabling compliant and sustainable development and delivering practical, professional solutions for Council and the community.

Primary Responsibilities

- Assess and determine development, construction certificate, Section 68 and other statutory applications providing clear, technically sound and timely outcomes.
- Undertake building certification and critical stage inspections across residential, commercial and industrial development ensuring compliance with approved plans, legislation, the National Construction Code and relevant standards.
- Deliver Council's environmental and public health regulatory functions including food premises inspections and other activities required under relevant public health and environmental legislation.
- Investigate building, development, environmental and public health complaints and non-compliance.
- Gather and document evidence to support compliance and enforcement action.
- Provide clear, practical and professional advice to applicants, developers, businesses, property owners and the community. Balancing strong regulatory outcomes with quality customer service.
- Prepare high-quality reports, correspondence and technical documentation and contribute to the development and continuous improvement of Council policies, procedures, plans and regulatory practices.
- Build effective relationships with government agencies, statutory authorities, industry professionals and internal stakeholders.
- Deliver community education initiatives that encourage awareness and compliance.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- NSW Department of Fair Trading Accreditation Level (A1-A4) or eligibility to attain accreditation from the Building Professionals Board.
- Tertiary qualifications in Building Surveying and or Environmental Health.
- Thorough knowledge of BCA, Local Government Act, Public Health Act, Environmental Planning and Assessment Act, ANZFA Food Standards, POEO Act and related legislation.
- Demonstrated experience in the application of planning and building legislation
- Class C Driver Licence
- General Construction Induction Certificate (White Card)

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Designated Persons Responsibility

In accordance with the Model Code of Conduct for NSW Local Government and the adopted Bland Shire Council Code of Conduct (at 4.9), this position is identified as a "designated persons" and will be required to complete an annual disclosure of interests form to promote transparency, accountability, and integrity in decision-making.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

- Sitting (workstation/car) – Constant
- Fine finger manipulations (keystrokes and writing) - Frequent
- Squatting/kneeling/stooping – Occasional
- Sun/UV exposure
- Bilateral gross hand manipulations – Occasional
- Standing/walking – Occasional
- Lifting/carrying 10kg to 15kg – Occasional
- Climbing (ladders and stairs) - Occasional