

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:
Trust Respect Integrity Collaboration Communication Innovation
- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Building Surveyor
Directorate	Economic & Community Development
Department	Planning, Building & Health
Location	Leeton Shire Council Office, Chelmsford Place, Leeton
Salary Grading	Grade 12 – 15 (Depending on level of A4 to A1, BPB unconditional, qualification and experience)
Employment Status	Ongoing – Full Time (after successful completion of the 3 month probation period)
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.
Supervisor	Manager Planning, Building & Health
Staff Reporting to Position	▪ Trainee or Cadet
Key Internal Relationships	▪ Town Planner ▪ Compliance Officer/s ▪ Manager Roads & Drainage ▪ Manager Water & Waste Water ▪ Manager Open Space & Recreation ▪ Drainage & Development Engineer
Key External Stakeholders	▪ NSW Fair Trading ▪ Community Organisations ▪ Aboriginal Lands Council ▪ General Public ▪ Government Agencies ▪ Murrumbidgee Irrigation ▪ NSW Health

PRIMARY PURPOSE OF POSITION

- ❖ To provide building certification services, including undertaking building assessment and inspections.
- ❖ To generally support the activities of the Planning, Building and Health Department.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Regularly review and track budget expenditure.
- ❖ Develop cost, quantity and time estimates for activities.

Strategy:

- ❖ Contribute to continuous improvements involving internal systems of work.
- ❖ Develop long term plans and strategies that meet the future needs of the community.
- ❖ Conduct regular review against established standards to ensure compliance with relevant audit requirements.

Customer/Stakeholder:

- ❖ Ensure accurate records are maintained in Council's corporate systems for all customer queries and complaints.
- ❖ Monitor customer complaints and ensure issues are resolved in a timely manner.
- ❖ Conduct user survey as required to measure and monitor customer satisfaction.
- ❖ Provide a range of high quality services and facilities to meet customer/community needs.
- ❖ Deal with customer requests and complaints.

People Management:

- ❖ Supervise and coordinate the activities of a team
- ❖ Monitor and quality check work outputs for the team
- ❖ Provide feedback/contribute to probation reviews
- ❖ Identify training needs and ensure all staff are appropriately qualified to the required standard
- ❖ Carry out or participate in recruitment and selection for all relevant roles

Operations:

- ❖ Undertake the roles of an accredited certifier to the current level of accreditation under Schedule 1 Building Professionals Regulation 2007.
- ❖ Undertake compliance activities relevant to the role in a manner that is legally and reputationally appropriate.
- ❖ Stay abreast of legislative/regulation changes and updates that may impact the role.
- ❖ Develop and maintain registers for management and record keeping purposes.
- ❖ Provide assistance to the Leeton Shire community as required, showing exceptional levels of customer service.
- ❖ Contribute to system and process improvements for the building, planning and health services team.
- ❖ Develop communications/educational material or campaigns for builders, developers, retailers and community
- ❖ Support the assessment of and approvals process for Development Applications (basic).
- ❖ Support public health functions such as but not limited to food premises, skin penetration and legionella control activities.

- ❖ Support environmental health functions such as but not limited to onsite sewerage management, private swimming pool compliance, mosquito monitoring, complaints in relation to noise, odour, unhealthy premises and water sampling.
- ❖ Any other activities as instructed by Manager Planning, Building and Health.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability;

- ❖ Working safely so as not to put yourself or others at risk
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- ❖ Attend all WHS training

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

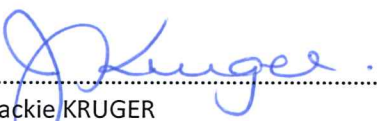
1. Qualifications recognised by NSW Fair Trading for accreditation (minimum A4 Accredited Certifier) and/or Diploma level qualifications in Environmental Health or equivalent Diploma suitable for the role with at least two year's relevant work experience.
2. It is mandatory to possess and maintain a Class C driving licence. Failure to maintain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrate excellent interpersonal skills with the general public and fellow employees with the ability to effectively participate in all meetings/groups discussions.
2. Capable of writing standard reports using sound written communication skills.
3. Demonstrate an ability to solve problems by examination and analysis of available options.
4. Demonstrate a working knowledge of IT related systems required within a Council environment.
5. Be a team player and capable of gaining and maintaining peer respect.
6. Willingness to attain skills training as and when required.

Desired Requirements:

- ❖ A tertiary qualification in Planning.
- ❖ A3 or above accreditation with NSW Fair Trading.



 Jackie KRUGER
 General Manager

I hereby accept the terms and conditions set out in this position description for **Building Surveyor**.

Dated this day of 20.....

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Signature