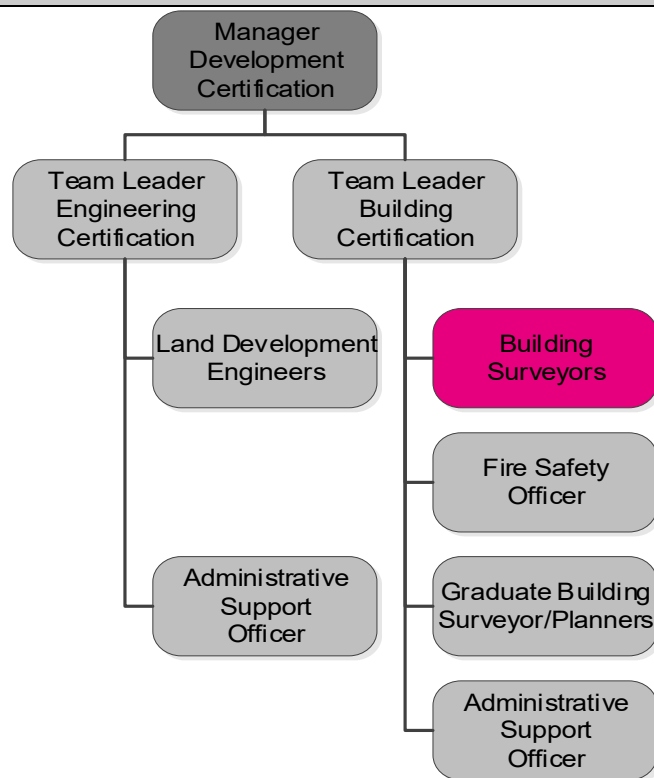


POSITION DESCRIPTION

Position Title	Building Surveyor
Position Number	44159
Division	Planning and Environmental Services
Branch	Development Certification
Grade	16
Special Requirements	Drivers Licence
Physical and Environmental Demands	Ability to carry out site inspections
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Actively Managing Camden's Growth

Reporting Structure



Position Purpose

To contribute to actively managing the growth of the LGA through effective development control.

Key Results

- **Development applications and inspections**
- **Policy and procedures**
- **Branch activities**
- **Customer service**
- **Corporate core values**

Key Duties & Responsibilities

Development applications and inspections

- Assess, approve and recommend development applications and issue construction certificates.
- Assist and provide advice on approval matters.
- Improve service delivery and inspection systems.
- Monitor development control to ensure compliance with consent.
- Ensure that decisions are in accordance with sound professional practice and within delegated authority.
- Communicate and liaise with key stakeholders.
- Liaise with the general public on approval matters.
- Enhance customer service.
- Project and promote the image of Council as both efficient and courteous whilst fulfilling the requirements of the legislation.
- Ensure effective, efficient and consistent outcomes are achieved.
- Ensure that all inspections are carried out to meet target times.
- Report and recommend solutions to problems as necessary.
- Monitor sites to ensure environmental requirements and standards are appropriate and achieved.
- Assist Council's solicitors in legal proceedings and represent Council in Court as required.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.
- Other relevant duties which may be required by the Team Leader or Manager from time to time

Policy and procedures

- Maintain current knowledge of legislative and policy and procedures that impact on the development process.
- Work cooperatively with the Team to review, improve and integrate processes and procedures to appropriate development standards.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Registered with the NSW Office of Fair Trading as Building Surveyor – all classes of buildings (restricted or unrestricted) with experience and in Class 2-9 building assessment and inspection & a full working knowledge of the National Construction Code – Building Code of Australia: -
 - However, Building Surveyors Registered with the NSW Office of Fair Trading – Restricted Class 1 & 10 buildings with relevant tertiary qualifications and proven experience in Class 1 & 10 buildings, and a current and full working knowledge of the National Construction Code – Building Code of Australia are encouraged to apply.
- Broad and specific understanding of EPA Act, 1979, Building & Development Certifiers Act, 2018; Swimming Pool Act 1992, Local Government Act, 1993, & associated Regulations as they apply to these Acts,
- Proven ability in effective written and oral communication
- Demonstrated ability to review processes and procedures and to improve service delivery,
- Proficiency in Microsoft Office computer applications
- Demonstrated ability to apply EEO, WH&S and ethical practice principles and to act with probity at all times;
- High level customer service skills

Desirable

- Experience in Development Assessment
- Experience in a supervisory role
- Experience in group presentations
- Ability to write reports on various proposals
- Ability to represent Council as a technical expert witness in legal matters

Prepared By

Team Leader Building Certification

Date Prepared

January 2024

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 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.

Employee Name:

Employee Signature:

Date: