

# Position Description



## Job Details

|                    |                                |
|--------------------|--------------------------------|
| Job Title:         | Building Surveyor (Compliance) |
| Reports to:        | Coordinator - Compliance       |
| Group:             | City Development               |
| Position Number:   | CD0004                         |
| Grade:             | 6                              |
| Date:              | October 2023                   |
| Objective Doc Ref: | A2953654                       |

## Position Purpose/Job Summary

The job incumbent is required to be an important educated member of the Building Control and Compliance Division in delivering an essential service to the constituents of Fairfield City Council. You will be involved in the investigation and regulation of unlawful building work, development assessments (class 1 & 10 Buildings) and control of development, construction/ building activities for all classes of buildings, including private swimming pool and spa compliance. Whilst, working within the confines of pertinent legislation and planning instruments

It is the aim of the Building Control and Compliance Division to deliver a service that will conserve, protect and improve the existing environmental and developed qualities of the city and promote attractive high quality development that is safe for the occupants and general public within the Local Government Area of Fairfield City Council.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### EDUCATION - Tertiary:

Minimum: Environmental Health and Building Degree or equivalent.

Desirable: Post graduate studies in one or more of the following:  
Building Surveying / Fire Engineering

### LICENCES / TICKETS:

Minimum: A current NSW Class C Drivers licence.  
Eligible to be granted at least Class A3 category of accreditation under the Building and Development Certifiers Act 2018

Desirable: General Construction Induction Card (White Card).

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### KNOWLEDGE:

- ◆ A comprehensive understanding of both the 'Housing Provisions' and 'Class 2 – 9' volumes of the Building Code of Australia and all referenced standards listed therewith.
- ◆ A comprehensive understanding of both the Environmental Planning and Assessment Act 1979 and relevant Regulations.
- ◆ A comprehensive understanding of both the Local Government Act 1993 and Local Government (General) Regulations 2011; and
- ◆ A practical understanding of the Swimming Pools Act and AS 1926.
- ◆ A practical understanding of development planning policy principles
- ◆ A practical knowledge of Sydney Water Act, 1994.
- ◆ A practical knowledge of Work Health and Safety Act and EEO.
- ◆ A comprehensive understanding and accountability of Councils Code of Conduct.

### DESIRIBLE:

- ◆ An understanding of Fairfield City Council's planning instruments and Council's vision.

### SKILLS REQUIRED:

- ◆ To join a professional unit that aims to provide a highly regarded consultation and practical service to the community and establishes Council as the prime choice as an accredited certifier and Principal Certifier.
- ◆ Specialist knowledge in development assessment and building surveying.
- ◆ Multi-skilled in building, planning, engineering, fire safety, landscaping, environmental and health matters.
- ◆ Able to appropriately interpret relevant legislation, planning instruments, building codes and standards during both development assessment and inspections of construction and complaint investigation.
- ◆ An ability to provide specialist advice and consultation on building and development matters to Builders, Developers, Consultants, Local Authorities of Local State and Federal Governments, Engineers, Architects, Owners, and the community members.
- ◆ To work in a team environment.
- ◆ Effective self-motivation skills are required of people who are capable of working independently in daily duties including in the field without close supervision.
- ◆ Operating enhanced time management skills with a flexibility that allows a reassessment of priorities in daily/ weekly tasks.
- ◆ Able to develop new ideas to improve customer service and business relations to Council's current and potential clients.
- ◆ Must be computer literate in word processing, spreadsheets, e-mail, letter writing and researching.
- ◆ Possess clear, concise and factual report writing skills.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- ◆ Optimum problem solving, consultation, negotiation skills and judgement.
- ◆ Good skills in effective conflict resolution and communication with Council clients, employees and general public.
- ◆ Communicate technical issues in 'Plain English' to the general public and elected representatives.
- ◆ Confident to converse freely for and on behalf of Council, with customers at all levels of public standing.
- ◆ An ability to display tact and sensitivity and professionalism in dealings on confidential matters.
- ◆ Well-developed public relation skill that requiring effective communication, interpersonal skills.

### EXPERIENCE REQUIRED:

- ◆ An understanding of the assessment and determination of Development Applications (class 1 and 10 buildings), Construction Certificates, Modification Applications and Complying Development in accordance with the requirements of the Environmental Planning and Assessment Act and Regulations, the Building Code of Australia, applicable Australian Standards and the Local Government Act and Regulations.
- ◆ Assessment and determination of development applications that require:
  - On-Site Detention
  - Acoustic reports
  - Soil Contamination reports
  - Septic tank application
  - Energy Efficiency reports
  - Subdivisions
  - Special requirements pertaining to flooding, drainage and other engineering considerations
- ◆ Assessment, consultation and determination of Construction Certificates on all classes of buildings and structures.
- ◆ Conducting mandatory and critical stage inspections during construction stages to assess compliance with the Development Consent, approved plans, the Building Code of Australia, relevant Australian Standards, local authority requirements and report requirements.
- ◆ A diverse range of experience in building, planning, engineering, fire safety, landscaping and environmental and health matters.
- ◆ Experience in working in a team to meet agreed performance targets.
- ◆ Experience in dealing with elected representatives
- ◆ Remediation situations that require detailed assessments
- ◆ To diagnose issues and provide established or alternate prognosis to other Council Officers, elected members, external professionals, consultants and/or the general public.
- ◆ Interpret statutory and legislative documentation and provide calculated and professional advice.
- ◆ Experience in collecting evidence and involvement in legal proceedings in all Local Court and Land and Environment Court matters.
- ◆ Resolving notification submissions
- ◆ Investigate complaints that pertain to construction issues, unauthorised works, dilapidated and fire damaged buildings and undertake the required action.

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

### DESIRABLE:

- ◆ Assessment of detailed reports from Consultants.

## Key Accountabilities – Position Specific

1. Exercise delegations listed under the control of all Coordinators within the Branch during their absence.
2. Assessment and determination under provided delegation of residential Development Applications for Class 1a and 10a buildings and structures, within agreed time frames.
3. Assessment and determination of Construction Certificate applications for all classes of buildings and structures, within a professional and customer suitable time frame.
4. Conduct mandatory and critical stage inspections at required stages of development for all classes of buildings and structures, monitor and control urban residential / rural residential / industrial and commercial development.
5. Provide/offer specialist and prompt advice and conduct inspections of commercial / industrial and multi unit residential buildings that require essential services as required by the BCA.
6. Provide prompt professional advice/ consultations to other staff, public and Councillors.
7. Promote Council's Policies and share educational assistance to achieve and encourage desirable and high quality development / construction throughout the Council area.
8. Assessment of BASIX certificates.
9. Conduct Building Certificate inspections and determine release of such certificates.
10. Investigate complaints that pertain to construction issues and dilapidated and burnt out industrial and commercial buildings and instigate required action.
11. Carry out fire safety inspections of class 2-9 buildings.

## Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

## Reporting Relationships

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| Key Relationships   |  |
|---|--|
| 1 Internal  |  |
| Communicating with  | Nature of Communication  |
| Coordinator – Compliance / Coordinator- Certification     | Daily contact:<br>Coordinators will allocate applications, inspections, complaints, duty rosters and other roles that are undertaken by the branch   |
| Manager - Building Control and Compliance                 | Daily Contact:<br>Recommend appropriate legal action on specific issues.<br>Provide timely advice to the Team Leader and staff of the Branch on changes to legislation and / or Council Policies.<br>Undertake projects as directed by the Manager of the Branch.<br>Provide written reports as required.                                |
| Directors / General Manager / Elected representatives     | Contact as required:<br>It is envisaged that you will have reason to return phone calls, e-mails and reply to written enquiries to the ESD – Director and General Manager. It is required that such responses are in a prompt and professional manner. In such events you are advised to brief the BC&C – Coordinator of such enquiries. |
| Development Planning Division                             | Daily contact with Planners:<br>Provide comments/ options/conditions of consent on industrial and commercial Development Applications to the Planning Branch within agreed time frames.  |
| Development Engineering Branch                            | Contact as required:<br>Provide comments on Subdivision and Strata Development Applications to Council’s Development Engineering Branch within agreed time frames.   |
| Other employees at all levels throughout the organisation | Contact as required:<br>Provide transparent information and consultation required in accordance with agreed service level agreements.  |
| Key Relationships   |  |
| 2 External  |  |
| Communicating with  | Nature of Communication  |

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|   |   |
|---|---|
| <p>Developers<br/>Private Certifiers<br/>Engineers<br/>Architects<br/>Builders / Tradesmen etc<br/>General public</p> | <p>Contact as required / daily:<br/>Provide information/advice as requested if permitted by law,<br/>Discuss Development Applications/CC's &amp; Modification applications<br/>Discuss construction issues<br/>Prompt professional advice / consultations.</p>  |
| <p>Council's Solicitors</p>   | <p>Contact as required:<br/>Provide prompt information and provide adequate briefs for the instigation of legal proceedings.<br/>Provide clear request in writing regarding interpretations of pertinent legislation.<br/>Attend Court Proceedings; provide sworn affidavits and professional testimony.</p>  |
| <p>Government Organisations/Public Authorities</p>  | <p>You will, on occasions, have cause to consult other Government Organisations. It is required such communications are prompt and in a professional manner. Such occasions may require you to brief the BC&amp;C – Coordinator or BC&amp;C Manager of such enquiries / communications / new developments</p> |
| <p>Environment and Health</p>   | <p>Contact as required / daily:<br/>Provide information/advice as requested if permitted by law,<br/>Discuss Development Applications/CC's &amp; Modification applications<br/>Discuss construction issues<br/>Prompt professional advice / consultations.</p>  |

**Position Dimensions**

Refer to "Delegations of Authorities"

**Decision making Authority & Accountability**

The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1.

As a Building Surveyor (Compliance) you will be required to provide an essential and professional service and use sound judgement, in matters primarily of unlawful development, construction and fire safety upgrade nature (as outlined in the Skills Required and Key Responsibilities), that affect Council's City Development Group, Council as a whole, whose safety and well being could be impacted upon by development, construction and the condition of new and existing buildings.

The position incumbent's role to achieve the above has been outlined in the 'Delegation of Authorities. As identified in the "Delegations to Staff in City Development Group, Building Control & Compliance Division" documents signed by the General Manager.

# Position Description



## Problem Solving

The role of Building Surveyor requires well developed problem solving, negotiation and conflict resolution skills. Further, you will be required on occasions to consider applications, situations and building matters in writing that include options and recommendations. The position incumbent is required to demonstrate soundness of judgement and on occasions requires displaying tact and possessing an ability to 'think outside the box', to achieve desired outcomes. In your role as a Building Surveyor, you will be required to be able to address the following:

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|-------------------------|--|
| Result orientated:      | Proven ability to work within a given time frame despite unforeseen issues arising – example: Slow response from Integrated Development referral.  |
| Development objections: | Ability to accurately assess notification submissions as valid or not, with regard to meeting the requirements of appropriate development standards and planning instruments and resolve the issues through consultation with the applicant and the objectors.                 |
| Construction issues:    | An ability to assess problems of a technical nature, during construction and provide viable options and recommendations to rectify issues.   |
| Departmental functions: | An ability to consider given problems affecting key functional areas within the department, provides options, and as required, provides recommendations.   |
| Conflict:               | An ability to stay focussed on the issues that pertain to building matters, work with parties with conflicting agendas, gain the cooperation of stakeholders and be able to recommend a course of action that resolves the issues to the satisfaction of the involved parties. |

## Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

## Signature

|                                 |                  |             |
|---------------------------------|------------------|-------------|
| <b>Employee:</b>                | <b>Signature</b> | <b>Date</b> |
| <b>Authorised by: (Manager)</b> | <b>Signature</b> | <b>Date</b> |