



**POSITION DESCRIPTION**

FO/HR08

<b>Title:</b>	<b>Building Surveyor</b>
<b>Department:</b>	Land And Environmental Services
<b>Section:</b>	Building Compliance
<b>Location:</b>	City Offices
<b>Issued:</b>	October 2004
<b>Classification:</b>	Grade 7

<b>1. PURPOSE OF THE POSITION</b>
The role of the position is to manage the responsibilities of the Council for meeting statutory and common law obligations with respect to the regulation of building work within the municipality and in the ownership and management of its public buildings; and to perform the statutory powers and duties of a Building Practitioner – Building Surveyor under the <i>Building Act 2000</i> .

<b>2. KEY ACCOUNTABILITIES</b>	
<b>Key Accountabilities</b>	<b>Measure</b>
To undertake the roles and functions of a Building Practitioner – Building Surveyor as prescribed by the <i>Building Act 2000</i>	<ul style="list-style-type: none"> <li>• conduct of document assessment, certification, determination and inspection tasks for building work or buildings to ensure compliance with the <i>Act</i>;</li> <li>• undertake function in respect of any building work proposed within the municipality and presented at the Council for assessment and certification;</li> <li>• undertake on a commercial basis the function of a Building Surveyor in respect of building work proposed in any municipality and for which the services of a Building Surveyor are required.</li> </ul>
To assist the Council in satisfying its general duties with respect to building control under the <i>Building Act 2000</i>	<ul style="list-style-type: none"> <li>• ensure that owners of properties are informed of their duties under the <i>Act</i> in relation to any building work or plumbing work and in maintaining and using a building;</li> <li>• ensure the Council is aware of building work and plumbing work and the use and occupation of buildings;</li> <li>• ensure that proceedings are instigated against any person or body failing to comply with the <i>Act</i></li> </ul>
To assist the General Manager or their delegate to administer the <i>Building Act 2000</i> and related regulation	<ul style="list-style-type: none"> <li>• investigate and advise on breaches of the <i>Act</i> and to make recommendations with respect to issue of appropriate notices and/or the necessity for enforcement action;</li> <li>• provide witness and expert evidence in matters of dispute and enforcement</li> <li>• advise and make recommendation with respect to requirement for permits and the issue of certificates;</li> <li>• advise on the existence and application of restrictions on site development</li> <li>• administer the receipt of reports and the maintenance of records in respect to building regulation</li> </ul>

<p>To assist the Council in its role as a Permit Authority under the <i>Building Act 2000</i></p>	<ul style="list-style-type: none"> <li>• ensure that building or plumbing permits are prepared and issued in accordance with the <i>Act</i>;</li> <li>• ensure that any required matters are taken into account in accordance with the <i>Act</i>;</li> <li>• <i>ensure that Registers are kept in accordance with the Act</i>;</li> <li>• Ensure that a Certificate of Completion (Building Work) or a Certificate of Completion (Plumbing Work) is issued in accordance with the <i>Act</i></li> </ul>
<p>To assist in ensuring all public buildings under the care, control or management of the Council satisfy compliance standards for allocated use</p>	<ul style="list-style-type: none"> <li>• Undertake inspections and make reports on status of compliance;</li> <li>• Make recommendations with respect to matters where non-compliance is identified;</li> <li>• Provide input on building and facility design and construction projects, and advise in the preparation and implementation of building and facility maintenance programs</li> </ul>
<p>To manage the resources and responsibilities of the Council's building compliance section</p>	<ul style="list-style-type: none"> <li>• Supervise the application of programs, tasks, workload, performance and budgets for building compliance functions and allocated staff;</li> <li>• Set and achieve priorities and programs to administer, monitor and review systems, procedures and processes required to satisfy obligations under legislation on building compliance matters;</li> <li>• Assist the preparation and review of reports, plans, policies, guidelines and priorities associated with building compliance matters, including trends, and initiatives in activity levels, legislation, technical standards and legal precedent, and assess impact for resource and procedural requirements;</li> <li>• Undertake annual performance reviews for building compliance staff; and make recommendations on training and development needs, promotion and remuneration;</li> <li>• Assist in the selection and induction of staff where vacancies exist within the Building Compliance section;</li> <li>• Prepare not later than 30<sup>th</sup> March in each year a draft financial budget for the Building Compliance Section, and participate as required in assisting preparation of budgets for Council building compliance and maintenance as part of Council's annual estimates program;</li> <li>• Maintain an activity status reporting system, and to provide on a regular basis reports on the progress of work, and any variation from set programs and estimates</li> </ul>
<p>To contribute to Council's image and reputation as an efficient, effective and responsive</p>	<ul style="list-style-type: none"> <li>• Provide a high level of technical and professional advice, information and recommendations on building compliance matters;</li> </ul>

<p>organisation</p>	<ul style="list-style-type: none"> <li>• Provide information and liaison as required with the public, Council officers, other statutory agencies, and the building industry for the purposes of achieving a high standard of awareness and compliance within the municipality;</li> <li>• Participate in the development and delivery of consultation and awareness programs associated with building compliance matters;</li> <li>• Contribute to implementation and achievement of the Council's Strategic and Corporate Plans</li> <li>• Consistently exercise any delegations in accordance with statutory requirements and the policies of the Council with due diligence to standards of professional, legal and ethical behaviour</li> </ul>
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<p><b>Other Areas of Responsibility include:</b></p>
<ul style="list-style-type: none"> <li>• Occupational Health and Safety – all employees have a duty under the Workplace Health and Safety Act 1995 to take reasonable care for ourselves and others and to comply with any direction given in relation to health and safety. For further information please refer to the Workplace Responsibilities policy OHS/PO/2/AL/003 and Occupational Health and Safety Policy displayed in your work area.</li> <li>• Any other duties as directed within the context of the position.</li> <li>• Provision of Building Surveyor services on a commercial basis under agreement to other municipal authorities and to the public as required.</li> </ul>

<p><b>3. POSITION COMPLEXITIES</b></p>
<p>As the business develops, the position will continue to evolve and the incumbent will be expected to adopt a flexible approach to work requirements and to undertake new or alternative duties as required. This may include new technology usage, new work procedures and customer service delivery systems. Changes will involve the employee and will be supported with training.</p>

<p><b>4. POLICY, PLANNING AND REPORTING</b></p>
<p>The Building Surveyor will be expected to initiate and contribute to policy issues relevant to building compliance matters, and to also participate in assisting policy development on more corporate matters</p> <p>The position will be expected to demonstrate a high degree of initiative, motivation, leadership and constructive independence in planning and delivery of required responsibilities, and in the degree of supervision, direction and instruction of subordinate staff.</p> <p>Regular reports on progress of allocated tasks will be made to the Manager Land and Environmental Services</p>

**5. CUSTOMER RELATIONSHIP MANAGEMENT**

**Internal** The role has a close relationship with other members of the Land and Environmental Services team and will also require close liaison and cooperation with other divisions and staff of the corporation. The incumbent interacts on a daily basis with these customers, therefore, effective working relationships must be maintained to ensure the provision of accurate and meaningful support and advice is provided at all times. From time to time the incumbent will be required to be part of special project teams, and to participate in meetings with management and the elected representatives of the corporation.

**External** The incumbent will have considerable and senior level interaction with the community, the building industry and other public agencies in a capacity as both a statutory officer of the Council and an independent Building Surveyor, and as such, they will need to ensure an exemplary standard of professionalism and an active promotion of the best interests of the community and Council.

**6. ORGANISATIONAL RELATIONSHIPS**

The Building Surveyor is a member of the Land and Environmental Services Department responsible to the Manager Land and Environmental Services;

The Building Surveyor shall be directly responsible for the work supervision, conduct and performance of building compliance staff;

**7. LIMITS OF AUTHORITY**

The Building Surveyor is to perform all duties in an authorised manner, and within the scope of responsibility necessary to carry out those duties as specified by this position description and in accordance with any delegations from the General Manager.

The Building Surveyor is to advise customers if advice is not complete or requires qualification.

The Building Surveyor will undertake the roles and functions of a Building Surveyor under the *Building Act 2000*, and in this regard it is acknowledged that the execution of such functions is independent of the corporation, and the Council, its General Manager, or any other employee may not issue any instruction nor seek to influence the performance of the duties of a Building Surveyor or any decision or direction that the Building Surveyor may lawfully make in the performance of that role.

**8. COUNCIL POLICIES AND PRACTICES**

The incumbent is expected to contribute to and comply with all Statutory, Council employment and management policies, including but not limited to quality, safety, equity and the environment. These policies are core to the operations and must be reflected in the day-to-day working requirements of the position. A process of continuous improvement should be utilised for all aspects of the role.

**9. CORE ATTITUDES**

**The following Core Council attitudes are expected of the incumbent:**

**Continuous Improvement and Success**

Aim to continuously improve processes and outcomes by constantly evaluating the work being undertaken and look for ways to make improvements. Set and expect high standards for yourself and others. Be willing to learn new things and to increase your knowledge of Council activities and processes.

**Initiative and Enthusiasm**

Take self-directed action to do the job well. Anticipate potential problems and initiate corrective actions to avoid them. Maintain a positive attitude towards one's work or job. Be aware that your level of enthusiasm can impact on others and influence the culture of the workplace.

**Customer Service Orientation**

Maintain a customer focus and invest time and effort in understanding customer's needs. Ensure that a customer first approach is adopted to both internal and external customers.

**Communication**

Value and encourage communication between individuals, teams and work groups. Share information and empower others through providing required information.

**Confidence and Respect**

Be confident in your and others abilities. Know your limits and seek assistance when needed. In order to make change happen, it is important that you express your ideas and allow others an opportunity to express theirs in a supportive environment. Acknowledge and value the diversity of others and their views and support equity in the workplace.

**Ethics**

Ensure that Council policies and practices comply with legislative and legal requirements and reflect community expectations of corporate behaviour and our Code of Conduct. Be aware of and maintain high personal and Council business standards.

**10. KEY SELECTION CRITERIA**

- degree, diploma or post graduate qualification in building science or equivalent acceptable for accreditation as a Building Practitioner - Building Surveyor under the *Building Act 2000*;
- qualifications in an allied discipline such as environmental health, planning or civil engineering, would be favourably considered;
- practical experience in the building and/or construction industry is not essential but could be an advantage;
- high level of relevant practical experience, with a minimum three (3) years professional experience as an accredited Building Surveyor enabling application of professionally based theoretical knowledge to practical situations at an autonomous specialist level;
- comprehensive knowledge of all relevant legislation and related standards;

- experience with public consultation, communication, and working with community groups;
- experience in the supervision and co-ordination of professional or technical staff within a discrete technical function or unit; and an evident capacity for leadership;
- an understanding and competency in conflict resolution;
- capacity to operate within a local government environment and an appreciation of the need for pragmatic application of principles and science;
- ability to manage time and resources in an effective manner; and to meet deadlines and targets;
- sound written and verbal communication skills to enable effective provision of complex advice to parties within and external to the Council;
- sound analytical and effective problem solving skills and ability to exercise judgement and initiative in the exercise of complex, novel and critical techniques and methods;
- a strategic perspective;
- demonstrated high level experience of independent decision making and operating at an autonomous specialist level;
- ability to participate and make positive contribution in a team environment.
- current drivers license;
- commitment to a customer service philosophy.