



A GREAT PLACE TO WORK, PLAY AND SHOP

Position Description

Position title: Principal Building Surveyor

Branch: Planning Services

Position number: 3320.1

Level: Level 8 LGIA

Division: Community and Development Services

Review date: April 2022

Position objective

To carry out assessments and inspections to ensure that the built environment complies with the *Building Act 2011* and all other relevant legislation. Facilitate the delivery of high quality services consistent with the City's strategic objectives. Uphold and consistently demonstrate the City's values of Respect, Integrity, Customer Service and Teamwork.

Key responsibilities

Building Applications Assessment and Inspections 50%

- Carry out Building Certification assessments (Unrestricted BS Practitioner Registration).
- Confirm that alternative solutions comply with the Performance Requirements of the National Construction Code. Perform site inspections as required.
- Issue Building Permits, Demolition Permits and Occupancy Permits. Administer building compliance with the Building Act 2011, the Building Regulations 2012, and with the relevant building codes, standards, other prescribed acts and legislation.
- Ensure all Building Permits and Occupancy Permits are issued in accordance with legislation, confirm that the required building standards certification has been provided and the necessary permit checks have been carried out utilizing the agreed departmental processes and procedures.
- Ensure Essential Services Maintenance Inspection requirements as required by the Building Regulations and Approved Building Solutions are listed on all Occupancy Permits.
- Conduct building inspections as directed and respond to safety and compliance issues. Inspect Public Buildings when required and report to the Manager Planning Services on essential services safety issues.
- Set schedules for the auditing and on-site inspection of buildings in line with legislative requirements and the City's risk management principles.
- Issue Occupancy Permits Strata, conduct strata title inspections and provide Certificates of Building Compliance when requested, ensure compliance with the Building Act, Planning and Development Act and Strata Titles Act.
- Provide leadership and professional technical guidance to the building team, ensuring that advice and decisions are consistent across the team.

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- In consultation with the Manager Planning Services, respond to enquiries from Senior Management, Stakeholders and Elected Members.

Information and Administration 30%

- Assist with the review of Building Services policies, processes and procedures in key service areas. Identify practical productive improvements to the implementation and provision of building services and certification services. Ensure all manuals, templates, check sheets, information sheets and forms are accurate and current.
- Provide building referral advice regarding development applications to Planning Services within the required time frames.
- Provide professional technical building advice to internal departments.
- Liaise with the Building Commission, DFES and other relevant agencies.
- Provide regular updates to the Manager Planning Services regarding ongoing changes to building legislation in WA.
- Attend as required council, committee meetings, tribunals and meetings with developers and stakeholders.
- Prepare general correspondence and reports in relation to building control and associated compliance matters.

Building Orders and Enforcement 15%

- In accordance with the Building Act 2011, the Development Services Directorate and the City's Compliance and Prosecution Policies, investigate breaches of legislation and prepare Building Orders and enforcement letters.
- Represent the City on matters that may be subject to review at the State Administrative Tribunal (SAT), or other court of law as required.
- Research and gather information and evidence for compliance investigations, tribunal enquiries and legal briefs for enforcement and prosecution cases.

Other Duties 5%

- Assist the Manager Planning Services as required.
- Act as the Manager Planning Services, as required.
- Any other duties as required.

Safety obligations

Take reasonable care for your own health and safety and that of other workers who may be affected by your conduct. Adhere to all safety rules and regulations and where appropriate, use safety and personal protective equipment as required. Report any unsafe acts, work practices and conditions, all injuries no matter how minor to your supervisor or manager.

Reporting

Responsible for:

- Building Surveyor(s)

Responsible to:

- Manager Planning Services
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Requirements

- Experience and competencies in the interpretation and application of the National Construction Code of Australia (NCC) and referenced Australian Standards and the analysis and checking of plans, details, specifications and associated specialist documentation.
- Experience in managing compliance issues and on-site inspection of buildings in relation to NCC Deemed to Satisfy Performance Requirements and the verification methods for the confirmation of how Alternative Solutions should meet the Performance Requirements of the NCC to ensure the necessary standards of health, safety (structural and fire safety), access and amenity and sustainability.
- Extensive knowledge and experience in implementing legislative requirements including (but not limited to):
 - Building Act 2011
 - Building Regulations 2012
 - Building Code of Australia and Referenced Australian Standards
 - Building Services Registration Act 2011
 - Building Services (Registration) Regulations 2011
 - Building Services Levy Act 2011
- Sound knowledge of relevant legislation.
- High level customer service, communication and interpersonal skills.
- Sound project management expertise with a continuous improvement approach.
- High level of computer literacy.
- Demonstrated specialised knowledge and skills in contemporary construction building principles as well as contemporary knowledge of building legislation and standards.
- C Class driver's license.

Award Classification:

Authority and accountability

Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgement and problem solving

Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills

Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management Skills

Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills

Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience

Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

POSITION DESCRIPTION APPROVED

This PD sets out the current position specifications. It is subject to review as circumstances change.

Employee _____ Date _____