

1. **Title:** Senior Building Surveyor
2. **Level:** LGIA 10 (\$85,188 - \$85,829)
3. **Department:** Compliance and Regulatory Services

4. Position Objectives

-) Provide timely, professional advice, guidance and direction to residents, builders and developers regarding all relevant building legislation, standards, codes and local laws.
-) Project a positive image of the Town of Cottesloe.

5. Key Duties/Responsibilities

5.1 Building

-) Assess and process building applications within the Town, ensuring all relevant legislation, standards, codes and local laws are upheld
-) Ensure building permits are issued within legislative timeframes
-) Monitor construction projects and buildings for compliance during and post construction.
-) Inspect private swimming pools for compliance with the *Building Regulations 2012* and relevant standards
-) Provide sound and timely advice relating to building issues to Council, staff and the community
-) Contribute effectively towards the performance of the Compliance and Regulatory Services team by providing support and technical advice to the Manager Compliance and Regulatory Services and other members of the team and/or organization regarding building matters.
-) Process and maintain appropriate records as required
-) Work with self motivation to achieve accuracy, timeliness, productivity and appropriate outcomes, meeting statutory timeframes.
-) Contribute to process improvement

5.2 Administration

-) Maintain and update Council's procedures and policies in regards to building matters

POSITION DESCRIPTION – SENIOR BUILDING SURVEYOR

-) Perform all matters pertaining to the issuing of building permits and any other relevant permits
-) Assist with maintaining a register of all building and demolition permits issued (and any other relevant building registers)
-) Assist with maintaining the swimming pool register
-) Assist with compiling all building statistical data required by the Building Commission, ABS and other relevant organizations
-) Assist in the review of local laws pertaining to building.

5.3 Customer Service

-) Provide timely, professional advice, guidance and direction to residents, builders and developers regarding all relevant building legislation, standards, code and local laws
-) Attend to all building construction related enquiries and provide accurate technical information
-) Inspect construction sites and buildings as a result of building enquiries and/or complaints
-) Inspect private swimming pools for compliance with the *Building Regulations 2012* and relevant standards

5.6 Other

-) Undertake other duties as directed by Management.
-) Comply with the Town's policies and procedures at all times

6. Organisational Relationships

Responsible to:

Manager Compliance and Regulatory Services

Supervision of Staff:

Nil

Internal and External Liaison:

Internal: Chief Executive Officer
Deputy Chief Executive Officer
Employees of the Town Across all Departments

External: General public
Builders Registration Board
Worksafe
Builders, Developers, Contractors
WA Local Government Authority (WALGA)
Other Local Governments
Other Government Departments and Agencies

7. Selection Criteria

7.1 Essential

-) Degree or Associate/Advanced Diploma in Applied Science (Building Surveying) or other recognized qualification relevant to Building Surveying
-) Current registration as a level two Building Surveyor
-) Demonstrated knowledge and ability to interpret and apply;
 - *The National Construction Code;*
 - *The Building Act 2011;*
 - *The Building Regulations 2012 and;*
 - *Local Government Act 1995.*
-) Minimum two years experience as a Building Surveyor, preferably within a Local Government authority.
-) Excellent written and verbal communication skills, together with strong customer service skills.
-) High standards of accuracy and quality-control with a level of attention to detail.
-) Proven effective time-management and sound organisational skills.
-) Well developed negotiation, decision making and analytical skills.
-) Ability to manage a diverse workload and work unsupervised.
-) Work constructively as part of a team.
-) Current WA 'C' class drivers licence.

7.2 Desirable

-) Registration as a level one Building Surveyor

8. Appointment Conditions

-) *Local Government Industry (WA) Award 2010;* and
-) *Town of Cottesloe Enterprise Agreement 2015.*

POSITION DESCRIPTION – SENIOR BUILDING SURVEYOR

Prepared by: Manager Compliance and Regulatory Services
Coordinator Human Resources
Date prepared: 29 April 2019
Document last reviewed: 29 April 2019

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Deputy Chief Executive Officer

Signed: _____ Date: _____
Manager Compliance and Regulatory Services

Signed: _____ Date: _____
Chief Executive Officer