



POSITION DESCRIPTION FORM

File No: PDF-0016401

POSITION IDENTIFICATION

Title:	Principal Building Surveyor	Level:	Level 8
Service Unit:	Development Services	Award:	Local Government Industry Award 2020
Directorate:	Sustainable Development	Date Effective:	17 January 2018
Reporting to:	Manager Development Services	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- To promote effective liaison between builders and ratepayers on Council's requirements for approvals sought under appropriate statutes relating to buildings.
- To ensure building applications for permits and certificates comply with relevant Acts and Codes, including issuing compliance certificates prior to building permit approval and to inspect buildings under construction for compliance with approved plans.
- To assist ratepayers of the municipality in all matters pertaining to building whereby proper siting amenity and construction of buildings is paramount.
- To ensure the processing of building permit and compliance certificate applications within the specified statutory time limits.
- Manage the proper functioning of the Building Permit Authority to a standard acceptable to the Building Commission, Council, the Community and the Director Sustainable Development.
- Advise builders and the general community on aspects relating to the Local Government Building Control.
- Consult with Planning, Health and Engineering Officers on all aspects relating to residential development in the community.
- To ensure construction of buildings within the municipal district is in accordance with sound building practice.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- To coordinate and manage the building permit authority in processing building applications and conducting mandatory inspections when necessary to ensure compliance with the Building Code of Australia and the Building Act.
- To offer advice and information to customers on all matters that pertains to building issues.
- Carry out inspections on buildings and structures under construction to ensure compliance with Building Permits when possible or required.
- Advise on the Dividing Fences Act.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Issue Building Orders, Infringement Notices and compliance certificates when necessary following inspections on dilapidated, dangerous, non-compliant and unauthorised buildings and building work and swimming pools and associated pool barriers.
- Ensure that the provisions of the Local Government Act relating to building matters are complied with.
- Ensure that the provisions of any of Council's Local Laws relating to building etc, are complied with.
- Liaise with Architects, Engineers, Developers, Builders and Ratepayers on building matters that pertain to the municipality.
- Liaise with DFES on provision of Fire Prevention and Safety features of the Building Code of Australia pertaining to relevant classes of buildings within the municipality.
- Give advice with respect to retaining wall disputes between adjoining properties.
- Prepare reports for, and attend when directed by the Manager Development Services and/or Director Sustainable Development, committee and Council meetings.
- Ensure swimming pool inspections are carried out to determine compliance in line with relevant legislation, inclusive of issuing infringement notices when necessary.
- Supervise building surveyors and inspectors employed or contracted by the shire for building permit authority duties.

ORGANISATIONAL RELATIONSHIPS

Responsible for:	Building Surveyor – Compliance and Inspection Staff
Internal Relationships:	All Shire of Dardanup employees and Elected Members.
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location:	Eaton Administration Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Planning, Building & Compliance within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S SUPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person’s unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

SELECTION CRITERIA**Essential:**

1. Hold a current 'C' Class drivers licence.
2. Current Registered Level 1 or 2 Building Surveyor for Western Australia.
3. A professional or trade background directly related to the Building Industry.
4. Developed public relations and interpersonal skills.
5. Sound knowledge of Building Code of Australia, the Building Act and other legislation in respect of building.
6. Basic computer literacy, and keyboard skills.
7. Working knowledge of Occupational Health, Safety & Welfare regulations.
8. Experience in the building industry as a builder, building supervisor or similar function, or experience as a Building Surveyor or Inspector/Supervisor with local government or a public authority.

Desirable:

1. Knowledge of Town Planning legislation and practice.
2. Knowledge of Engineering matters as they pertain to Building control.
3. Developed knowledge of Council's organisational structure and function.
4. Developed knowledge of the Shire of Dardanup.
5. Have Construction Safety Awareness Accreditation (Blue Card).
6. Diploma in Management
7. Member of Australian Institute of Building Surveyors