

POSITION DESCRIPTION

POSITION TITLE	Senior Building Surveyor
DIRECTORATE - SECTION	Development Services – Approval Services
LEVEL - EBA	6/7 - Salaried
RESPONSIBLE TO	Principal Building Surveyor

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To provide technical advice on all aspects of building control and related matters and mentoring of building staff. To administer the City Local Laws, Policies relevant Statutory Acts and Regulations as authorised by Council and to provide a high level of customer service to the community and public, through the education and enforcement in matters relating to building control. Undertake the Building Control functions for Regional Council Shire that are subject to Modus of Understanding with the City of Kalamunda.

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

Executive, through the Manager Approval Services, is fully and accurately informed and supported to ensure the best possible operational decisions are made; and initiatives and programs implemented, in relation to the development and provision of best practice internal and external customer service.

RELATIONSHIP MANAGEMENT

Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of the City being promoted to the community.

SUPERVISION

- Provide leadership, guidance, motivation and support to the Building Services team.
- Mentoring of the Building Services staff.
- Assist colleagues to achieve workplace objectives.
- Administer and monitor the daily workload of the building inspectorial staff.
- Deputise for the Principal Building Surveyor, undertaking the roles and functions of that position during periods of absence.

STATUTORY REQUIREMENTS AND LAWS

- Prosecute offenders under the relevant Acts and Local Laws in the local court as required.
- Acts and local laws to be interpreted accurately and advice to be in accordance with those Acts.
- Prepare and collate information on prosecutions relating to unpaid infringements notices.
- Attend Court to give evidence where requested by the Council solicitor or prosecuting officer.
- Exercise appropriate authority whilst acting in the best interests of the City, its customers and the community, meeting legislative and operational requirements.
- Enforce the City's responsibilities in respect of Local Laws, Building Code of Australia, local policies, Australian Standards and the Local Government Act 1995.
- Inspect buildings and properties in order to determine compliance with the various Codes, Acts, Local Laws and Policies of the Shire in regard to building applications.

ADMINISTRATION

- Processing of building licenses, strata title applications, Certificates of Compliance and site inspections.
- Sign and issue Building Licences pertaining to residential construction or in accordance with the level of professional qualifications attained in accordance with established procedures.
- The preparation of correspondence, infringement notices, briefs and Council reports.
- Provide advice on development applications.
- Update data on all applications and compliance issues relating to Building Services on the City's electronic record system.

CUSTOMER SERVICE

- Provide advice and information to stakeholders on matters of legislation and Council local laws in a professional and positive manner.
- Actively promote a good public relations image to the community.
- Provide a high level of customer service to the organisation at all times.
- Offer information and support to the community to ensure compliance within the City.
- Respond to general enquiries from stakeholders and City staff.
- Liaise with internal departments and government bodies as appropriate.

FINANCIAL MANAGEMENT

Provide input into budget allocations for Building Services.

COMPLIANCE

- Monitor situations of non-compliance and issue caution and infringement notices as required.
- Undertake inspections of various premises and areas to assess compliance issues.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Advanced Diploma of Building Surveying or completion towards
- Level 2 Building Surveyor Certificate under Building Services (Registration) Regulations 2011

SELECTION CRITERIA

1. High level of written, oral and interpersonal communication skills
2. High level of customer service and conflict resolution skills
3. Knowledge of Local Government Functions, Statutory Requirements and Laws
4. Proven ability to interpret and apply relevant legislation, police and procedures
5. Well-developed organisational and administrative skills
6. Well-developed knowledge of compliance procedures

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Approval Services
DATE PD REVIEWED/APPROVED: 5 September 2023
