

Fairfield City Council  
Template:  
**Job Description**



**Job Details**

**Job Title:** Senior Building Surveyor- Compliance & Fire Safety  
**Department:** City Development  
**Branch:** Building Control and Compliance Division  
**Reports To:** Co-ordinator – Compliance  
**Date:** July 2014

**Job Purpose/Job Summary**

*Why does this job exist? <2-4 paragraphs>*

The job incumbent is required to be a key member of the Building Control & Compliance division in delivering an essential service to the constituents of Fairfield City Council. You will be involved in complaint investigation, development compliance, fire safety and associated building issues, working within the confines of pertinent legislation and planning instruments, providing advice, interpreting legislation and offering alternative solutions as required.

It is expected that the Senior Building Surveyor will provide advice guidance, support and encouragement for the Building Surveyors, Investigations Officers and Trainee Building Surveyors of the Building Control & Compliance Division, and as required to fulfil the role of the Co-ordinator Certification

It is the aim of the Building Control & Compliance Division to deliver a service that will conserve, protect and improve the existing environmental and developed qualities of the city and promote attractive high quality development that is safe for the occupants and general public within the Local Government Area of Fairfield City Council.

## **Knowledge, Skills, Qualifications and Experience required**

*What are the key knowledge, skills, experience and qualification requirements for competent performance within this role and why is this level of k/s/e required?*

<8-14 points>

### EDUCATION - Tertiary:

Minimum: Environmental Health and Building Degree or equivalent.

Desirable: Degree or Post graduate studies in one or more of the following:  
Building Surveying / Fire Safety Engineering / Town Planning / Environmental Science.

### LICENCES / ACCREDITATION:

Minimum: - A current NSW Class C Drivers licence.  
- WH&S Construction Induction Training Certificate (Green Card)  
- Level A1 accreditation from the Building Professionals Board (Local Government Building Surveyors Scheme)

Desirable: - WH & S Work Activity Construction Certificate (2008)

### KNOWLEDGE:

- ◆ A comprehensive understanding of both Volumes 1 & 2 of the Building Code of Australia (BCA); and
- ◆ A comprehensive knowledge of Australian Standards pursuant to the BCA.
- ◆ A comprehensive understanding of both the Environmental Planning and Assessment Act 1979 and Regulations 2000.
- ◆ A comprehensive understanding of both the Local Government Act 1993 and Regulations; and
- ◆ A practical understanding of the Protection Of the Environment Operations Act 1997; and
- ◆ A comprehensive understanding of the Swimming Pools Act 1992, and
- ◆ A comprehensive understanding of Section 50 of the Sydney Water Act 1994, and
- ◆ Any Regulations made under these Acts for and on behalf of Council, and
- ◆ A practical understanding of development planning policy principles.

### Desirable:

- An understanding Fairfield City Council's planning instruments and Council's vision.
- An understanding of the Commonwealth Disability & Discrimination Act.

### SKILLS REQUIRED:

- ◆ Demonstrated knowledge in development assessment.
- ◆ Analytical and assessment skills in assessing applications.
- ◆ Specialist knowledge in building surveying.
- ◆ Proven skills in interpretation of legislation and be able to provide an alternative solution to resolve issues raised by customers, community representatives, other

professional staff and other government departments.

- ◆ An ability to provide professional specialist advice and consultation on building and development matters to Builders, Developers, Engineers, Architects, Owners, and the community members on relevant planning instruments, building codes and Australian Standards.
- ◆ Able to interpret and appropriately apply the requirements / regulations of relevant planning instruments, building codes, Australian Standards, Acts and Regulations during both development assessment and inspections of construction and be able to offer alternative solutions to issues raised.
- ◆ Be able to exercise a large degree of autonomy.
- ◆ Ability to assess problems, prepare and provide options in the field.
- ◆ Multi-skilled in building, planning, engineering, environmental and health matters.
- ◆ Must be computer literate in word processing, spreadsheets, database, e-mail, researching.
- ◆ Possess clear, concise and factual report writing skills.
- ◆ Effective self-motivation skills are required of people who are capable of working independently in the field without close supervision.
- ◆ Effective time management skills with a flexibility that allows a reassessment of priorities in daily / weekly tasks.
- ◆ Effective leadership and motivational skills, which instil confidence in professional staff, other staff, Executive Management and Councillors.
- ◆ Skills in dealing with the press and electronic media that ensure that Council's image and performance are accurately reported.
- ◆ Communicate technical issues in 'Plain English' to the public and elected representatives.
- ◆ Confident to converse freely for and on behalf of Council, with customers at all levels of public standing.
- ◆ Demonstrate ability to exercise sound judgement and discretion on a wide range of technical building issues.
- ◆ An ability to display tact and sensitivity in dealings on confidential matters.
- ◆ Well developed public relation skill that requiring effective communication, interpersonal skills.
- ◆ Able to develop new ideas to improve customer service to Council's current and potential clients.
- ◆ Able to support and implement Equal Employment Opportunity principles.

#### EXPERIENCE REQUIRED:

- ◆ Considerable experience within Local Government or private industry in Building Surveying.
- ◆ Considerable experience in assessing and peer reviewing, complex, alternative building solutions.
- ◆ Extensive experience in interpreting, providing advice on and implementing the legislative requirements of the EP&A Act 1974; LG Act 1993, Swimming Pool Act 1992, Sec 50 of The Sydney Water Act, Disability Discrimination Act, Building Professionals Act, the Building Code of Australia and relevant Australian Standards.
- ◆ Extensive understanding of building regulations/practices and fire safety issues.
- ◆ Considerable experience in assessing and determining of Development Applications (Class 1 & 10 buildings), and Complying Development in accordance with the requirements of the Environmental Planning and Assessment Act and Regulations, the Building Code of Australia, applicable Australian Standards, the Local Government Act and Regulations, and the Protection Of the Environment Operations Act.

- ◆ Assessment and determination of development applications that require:
  - On-Site Detention
  - Acoustic reports
  - Soil Contamination reports
  - Septic tank applications
- ◆ Considerable experience in assessment and determination of Construction Certificates on all classes of buildings and structures.
- ◆ Extensive experience in conducting 'Critical Stage Inspections' stages to assess compliance with the Development Consent, approved plans, the BCA and relevant Australian Standards.
- ◆ A diverse range of experience in building, planning, engineering, environmental and health matters.
- ◆ Considerable experience in working in a team to meet agreed performance targets.
- ◆ Considerable experience in dealing with elected representatives and attending Council / Committee meetings.
- ◆ Proficiency in computer applications.
- ◆ Demonstrated ability to apply EEO and WH&S and ethical practice principles and to act with probity at all times.
- ◆ Considerable experience in investigating complaints, collecting evidence, compiling comprehensive report and involvement in legal proceedings in both Local court and land and Environment Court matters.
- ◆ Considerable experience in compiling comprehensive reports on statutory planning and building legislation related to the position.
- ◆ Experience in managing special projects, valued at millions.
- ◆ Considerable experience in resolving notification submissions.
- ◆ Considerable experience in dealing with community / business groups with conflicting agendas to achieve suitable outcomes.

**DESIRABLE:**

- Good presentation skills.
- Experience in fulfilling the roles of Coordinator- Fire and Building Regulation or Coordinator- Building Certification

**Key responsibilities**

*For what is this position primarily responsible for and why do these outcomes need to be delivered upon? <6-12 points>*

1. Assessment and determination of residential Development Applications for Class 1a and 10a buildings and structures, within agreed time frame
2. Act as a Principle Certifying Authority for all classes of construction for construction works of any value.
3. Assessment and determination of Construction Certificate applications for all classes of buildings and structures, within agreed time frames.
4. Review and provide comments on subdivision and strata applications.
5. Conduct Critical Stage Inspections for all classes of buildings and structures.
6. Issue Compliance Inspection Certificates.
7. Provide specialist advice and conduct inspections of commercial / industrial and multi unit residential buildings that require essential fire safety services as required by the BCA.
8. Undertake essential fire safety service upgrade inspections, assess, and provide written reports/orders that require upgrade of buildings to meet current fire safety standards.

9. Conduct Building Certificate inspections for all classes of buildings and structures.
10. Provide advice on Council's Policies to achieve desirable and high quality development / construction.
11. Investigate complaints that pertain to construction issues and instigate required action.
12. Interpret statutory and legislative requirements and implement them into practice.
13. Appraise and make recommendations to the Manager regarding appropriate legal action to be taken.
14. Collect evidence, prepare legal briefs, issue Notices, Orders and PIN's as necessary for breaches of building, development, and constructions related issues.
15. Assist Council's Solicitors in legal proceedings and represent Council in Court as required.
16. Provide prompt professional technical advice / consultations to other staff, senior management, public and Councillors.
17. Provide technical support to Building Surveyors, Investigations Officers and Trainee Building Surveyors.
18. Provide timely advice to Manager BCC and staff on changes to legislation and/or Council's policies.
19. Monitor and assess determinations of Development Applications, Section 96 Modifications, Construction Certificates, Complying Development Applications, and Building Certificates of Building Surveyors.
20. Undertake project management as directed by Manager – BCC.
21. Ensure that decisions are in accordance with sound professional practice and within delegated authority.
22. Assess and review proposed performance based construction for commercial/industrial and multi-unit residential (high-rise) development.
23. Assess applications and prepare comprehensive written reports for submissions to be presented to Council's Independent Development and Assessment Committee.
24. In periods of absence the incumbent will perform the duties of the Coordinator-Compliance
25. Provide and promote to clients Councils comprehensive professional development and building services that will ensure Council to be considered as the first choice of a Principle Certifying Authority for construction works within the Local Government Area of Fairfield City Council
26. For a safe workplace, Council needs everyone to fulfil the responsibilities for their position written in WHS - Responsibilities, Authority and Accountability Matrix. Your Skills and Competency assessment will include a check that you are meeting your responsibilities. If Council's WHS standards are not met, checks will be conducted more regularly.

### **Reporting Relationships**

*List the positions reporting to this one. Please use titles not names.*

Refer to organisational chart

Direct: - Building Surveyor

Number of indirect: - Trainee Building Surveyors

### **Key Relationships**

<b>Internal</b>	
<b>Communicating with</b>	<b>Nature of Communication</b> <i>Consider frequency and reason for contact &lt;2-3 paragraphs&gt;</i>
<ul style="list-style-type: none"> <li>Coordinator – Compliance/ Coordinator-Certification</li> </ul>	<p>Daily contact:</p> <ul style="list-style-type: none"> <li>Coordinators will allocate applications, inspections, complaints, duty rosters and other roles that are undertaken by the branch</li> </ul>
<ul style="list-style-type: none"> <li>Manager - Building Control &amp; Compliance Division</li> </ul>	<p>Daily Contact:</p> <ul style="list-style-type: none"> <li>Recommend appropriate legal action on specific issues.</li> <li>Provide timely advice to the Manager and staff of the Building Control &amp; Compliance Division on changes to legislation and / or Council Policies.</li> <li>Undertake projects as directed by the Manager of the Building Control &amp; Compliance Division.</li> <li>Provide written reports as required.</li> </ul>
<ul style="list-style-type: none"> <li>Group Manager / Directors/ City Manager / Elected representatives</li> </ul>	<p>Contact as required:</p> <ul style="list-style-type: none"> <li>Provide technical advice on building matters and relevant development applications, Construction Certificates, Complying Development Certificates and complaints. Progress reports that include options and recommended courses of action to be considered and reports on resolution of complaints as required.</li> <li>It is envisaged that you will have reason to return phone calls, e-mails and reply to written enquiries to the City Development – Group Manager and City Manager. It is required that such responses are in a prompt and professional manner. In such events you are advised to brief the BCC – Co-ordinator or BCC Manager of such enquiries.</li> </ul>
<ul style="list-style-type: none"> <li>Building Surveyors</li> <li>Investigations Officers</li> <li>Trainee Building Surveyor</li> </ul>	<p>Contact daily:</p> <ul style="list-style-type: none"> <li>Provide advice, guidance, support and encouragement to Building Surveyors, Investigations Officers and Trainee Building Surveyors.</li> </ul>
<ul style="list-style-type: none"> <li>Strategic Planning</li> </ul>	<p>Contact as required</p> <ul style="list-style-type: none"> <li>Provide technical advice on DCP and policy related matters</li> </ul>
<ul style="list-style-type: none"> <li>Development Planning Branch</li> </ul>	<p>Daily contact with Planners:</p> <ul style="list-style-type: none"> <li>Provide technical advice on industrial and commercial Development Applications to the <i>Planning Branch</i> within agreed time frames.</li> </ul>
<ul style="list-style-type: none"> <li>Development Engineering Branch</li> </ul>	<p>Contact as required:</p> <ul style="list-style-type: none"> <li>Provide technical advice on Subdivision and Strata Development Applications to Council's Development Engineering Branch within agreed time frames.</li> </ul>
<ul style="list-style-type: none"> <li>Environment &amp; Health</li> </ul>	<ul style="list-style-type: none"> <li>Refer Air-conditioner applications, complaints</li> <li>Refer environmental related complaints</li> <li>Assess sites for waste management, sediment erosion control and asbestos removal.</li> <li>Conduct joint final inspections on food shop and environmentally related buildings.</li> </ul>

Key Relationships	
External	
Communicating with	Nature of Communication <i>Consider frequency and reason for contact &lt;2-3 paragraphs&gt;</i>
<ul style="list-style-type: none"> <li>Elected representatives</li> </ul>	<ul style="list-style-type: none"> <li>Provide technical advice on building matters, development applications, and complaints. Progress reports that include options and recommended courses of action to be considered and reports on resolution of complaints as required, such reports will be required to be signed by the Manager BCC or Group Mgr CD.</li> </ul>
<ul style="list-style-type: none"> <li>Development Advisory Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Act as an alternate working member of the Development Advisory Meeting team, providing professional advice on multi-unit residential, subdivision, industrial and commercial development at arranged meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Developers</li> <li>Private Certifying Authorities</li> <li>Engineers</li> <li>Architects</li> <li>Builders / Tradesmen etc</li> <li>General public</li> </ul>	<p>Contact as required / daily:</p> <ul style="list-style-type: none"> <li>Provide prompt professional technical advice on building matters and provide status of Development Applications and Construction Certificate applications</li> <li>Provide information as requested,</li> <li>Discuss Development Applications</li> <li>Provide feedback</li> <li>Discuss construction issues</li> </ul>
<ul style="list-style-type: none"> <li>Council's Solicitors</li> </ul>	<p>Contact as required:</p> <ul style="list-style-type: none"> <li>Provide prompt professional technical information and provide adequate briefs for the instigation of legal proceedings.</li> <li>Provide clear requests in writing regarding interpretations of pertinent legislation.</li> <li>Provide directions for upcoming and current legal action.</li> </ul>
<ul style="list-style-type: none"> <li>Government Organizations/Public Authorities</li> </ul>	<ul style="list-style-type: none"> <li>As required you will have cause to consult other Government Organizations. It is required such communications are prompt and in a professional manner.</li> <li>As required, you will have cause to provide technical advice, liaise and co-ordinate the exchange of information with: - <ul style="list-style-type: none"> <li>- Dept of Planning</li> <li>- Telstra</li> <li>- Sydney Water</li> <li>- Origin Energy</li> <li>- Transgrid</li> <li>- Aust. Building Codes Board</li> <li>- NSW Police Force</li> <li>- Resitech</li> <li>- RMS</li> <li>- DECC</li> <li>- NSW Fire &amp; Rescue</li> <li>- NSW Rural Fire Service</li> <li>- Dept. of Housing</li> <li>- Work Cover</li> </ul> </li> </ul>

**Position Dimensions-** *Only Applies to jobs that impact upon clearly quantifiable outcomes/output that is the direct responsibility of the job.*

- *Expenditure budget (including staffing budget)*
- *Revenue target*
- *Delegations (if relevant)*
- *Resources or Assets managed*

## **Delegations**

- ◆ The position exercises a high degree of autonomy and delegated authority, as identified in the "Delegations to Staff in City Development Group – Building Control & Compliance Division document

## **Decision making Authority & Accountability**

*Outline rights and limitations that apply to this positions decision-making authority.*

*Consider:*

- *Policies, guidelines, standards or procedures in place to assist in decision making*
- *Decisions made by self*
- *Decisions made in consultation*
- *Decisions referred to managers or others* <2-3 paragraph>s

As a Senior Building Surveyor, you will be required to demonstrate and use sound judgement in matters, primarily of a building nature (as outlined in the Skills Required & Key Responsibilities), that affect Council's City Development Group and Council as a whole and all, whose safety and well being could be impacted upon by development, construction and the condition of new and existing buildings.

The incumbent of the position will be required to perform and operate within the following expectations:

### **Authority & Accountability:**

- Exercise a high degree of autonomy.
- Manage large and complex projects and multiple small projects concurrently within agreed time frames.
- High-level specialist advice to the Coordinator- Compliance, Coordinator-Certification, Manager- Building Control & Compliance Division, Group Manager - CD, and Council on the matters relating to, building surveying and the BCA.
- Comply with all requirements of the NSW Building Professionals Board and the Building Professionals Act.
- The City Manager authorises you to take the actions required to make you workplace safe and to fulfil your WH & S responsibilities as outlined in Council document WHS-051.

### **Policies, guidelines, standards and procedures observed:**

- Building Code of Australia
- All Australian Standards which relate to building construction and related activities
- Local Government Act, 1993
- Environmental Planning and Assessment Act, 1979
- Protection of Environment Operations Act, 1997
- Building Professionals Act
- Disability Discrimination Act 1992
- Swimming Pool Act, 1992



- Section 50 of Sydney Water Act, 1994
- All State Environmental Planning Policies, Regional Environmental Planning Policies which relate to Fairfield City Council
- Fairfield Council Local Environmental Policy
- All of Fairfield Council's Development Control Policy's and related documents

#### Referrals:

- To external State Government Agencies eg. NSW Dept of Planning, NSW Rural Fire Service and NSW Fire and Rescue Service, DECC, Roads and Maritime Authority, Police Force, Building Professionals Board, Standards Australia, CSIRO, etc.
- Internal Groupss and branches e.g. Development Planners, Environmental Management Branch, Development Engineer, etc.
- Council's Legal Representatives.
- Council's Consulting Structural Engineer.
- Fire Safety Engineers.

#### Problem Solving

*List major challenges or problems facing the position and why they are a challenge?*

*Consider:*

- *Types of problems faced*
- *How problems solved?*
- *Constraints* *<5-8 paragraphs>*

The role of Senior Building Surveyor requires, well developed problem solving skills, negotiation and conflict resolution skills. Further, you will be required on occasions to consider applications, situations, building issues and provide professional technical reports that include options and recommendations. The position incumbent is required to demonstrate soundness of judgement, tact and an ability to 'think outside the box', to achieve desired outcomes. In incumbent of the position will be required to address the following situations: -

#### Problems:

##### Operational

- Assess complex Alternative Building Solutions of major projects.
- Adhering to set assessment deadlines as specified in the Environmental Planning and Assessment Act for the branch and self.
- Complex political working environment.
- Lack of precedence, existing methods, and policies, to assist in problem resolution.
- Communicate with a diverse community.
- Constantly shifting priorities and multiple demands resulting in heavy and varying workloads.
- Negative media and community perceptions/stereotypes of Western Sydney and Fairfield City Council.
- Analysis and investigation of detailed options required, providing recommendations determining Branch and Department strategy.

- Represent Council in negotiations with property owners or developers.
- Consultative skills to ensure the views of the community, industry and government are reviewed and considered in the process of change and the establishment of policy, objectives and goals.
- Convey politically sensitive and/or unpopular decision to clients.

Technical

- Assess development applications which do not meet Council policies or Building Legislation
- Detailed and complex workloads
- Resolving customer disputes and complaints
- Enquiries from internal and external customers

General

- Updating the Building Control & Compliance Division on legislative and policy changes.
- Time Management skills
- Organisational skills
- Extensive technical knowledge of legislation and standards which relate to building and Council's Statutory Policies, Development Control Plans and policies
- Use of good judgement, experience and expertise
- Presentation skills
- Conflict resolution skills
- Research skills

**Constraints:**

- Conflicting political agenda
- Lack of resources and time compared with workload and client expectations
- Lack of communication between internal Groups
- Lack of sound policies and guidelines to regulate development with the Fairfield City Council
- Incompatible computer systems

**Competencies**

This role will incorporate & appropriate relevant competency standards. (Appendix to be attached)

**NAME OF INCUMBENT:** \_\_\_\_\_ **NAME OF MANAGER:** \_\_\_\_\_

**SIGNATURE OF INCUMBENT:** \_\_\_\_\_ **SIGNATURE OF MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_