

POSITION DESCRIPTION

Principal Building Surveyor – Fire Safety

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|-------------------------|--|-----------------------|----------------------|
| POSITION TITLE | Principal Building Surveyor – Fire Safety | POSITION CODE | DEV514 |
| DIRECTORATE | Shire Futures | SECTION | Development Services |
| REPORTS TO | Team Leader Building Approvals & Certification | GRADE | K |
| DATE PD APPROVED | July 2022 | LOCATION | Picton |
| DATE PD REVIEWED | August 2024 | DIRECT REPORTS | 1-2 |

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision to make Wollondilly Shire an even better place, together. All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

1. Co-ordinate, implement and maintain an essential Fire Safety services program for commercial & industrial premises across the Shire and to assess applications & certificates in accordance with relevant Acts & legislation.
2. Supervise a small team of Senior Building Surveyors engaged in the assessment of applications.
3. Provide training and guidance to staff and monitor and review systems to maximise departmental performance is also significant to the role.

KEY ACCOUNTABILITIES

1. Comply with the Local Government Act 1993 (NSW), Environmental Planning and Assessment Act, Swimming Pools Act 1992, Protection of the Environment Operations Act 1997 and other relevant Acts and regulations.
2. Lead and supervise a small team of Senior Building Surveyors in the assessment of applications.
3. Implement Council's essential services relating to the Fire Safety program including; assessment of certificates, statements, schedules, all associated documentation and undertaking enforcement functions.
4. Assess applications and certificates in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and other relevant legislation.
5. Provide support to internal and external stakeholders the Development Team and Urban Growth Team regarding Building Surveying / Certification matters.
6. Provide professional advice to Builders, Developers and the general public in relation to matters relevant to the Directorate.
7. Coordinate day to day operations and function of the team.
8. Train, mentor, performance manage, supervise staff and participate in Performance Appraisals and recruitment processes.
9. Display a personal professional image and corporate perspective which embodies quality service with responsiveness to Council's customers and staff to achieve efficiency, economy and ethical purpose.
10. Additional duties as required within the limits of the employee's skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. Undertake assessment and determinations of Development Applications, Construction Certificates, Occupation Certificates, Complying Development Certificates, Building Information Certificates, Section 68 applications and other related applications and certificates in accordance with the requirements of relevant legislation and Council policies and procedures.
2. Undertake critical stage, sanitary drainage and other relevant inspections for the purposes of assessing applications and issuing Certificates as required by legislation, including the Plumbing and Drainage Act 2011.
3. Provide professional advice to management and the public in relation to matters relevant to the Directorate, including producing reports to Council or the Local Planning Panel on matters relevant to the position.
4. Train, mentor, performance manage, supervise staff.
5. Support the continuous improvement of systems and processes including mentoring less experienced staff.
6. Act as Key officer for fire safety matters, including internal referrals and referred matters from FRNSW.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?

Employees, Managers, Directors

WHY?

The position acts as a source of information to council staff. Decisions usually affect one team or working group.

EXTERNAL INFLUENCE?

Residents and ratepayers

WHY?

The provision of specialist professional services and advice to external parties, on behalf of Council.

AUTONOMY AND DECISION MAKING

The jobholder provides specialist professional services and advice. Situations are often complex and/or of high significance. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, Policies, Protocols and Procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES






Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES OF THE POSITION

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all

levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | |
|---|-------------------------------------|---------------------|
| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Adept |
| | Display Resilience and Adaptability | Intermediate |
| | Act with Integrity | Adept |
| | Demonstrate Accountability | Adept |
|  Relationships | Communicate and Engage | Adept |
| | Community and Customer Focus | Intermediate |
| | Work Collaboratively | Intermediate |
|  Results | Influence and Negotiate | Intermediate |
| | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Adept |
| | Create and Innovate | Intermediate |
|  Resources | Deliver Results | Adept |
| | Finance | Foundational |
| | Assets and Tools | Foundational |
| | Technology and Information | Intermediate |
|  Workforce Leadership | Procurement and Contracts | Foundational |
| | Manage and Develop People | Foundational |
| | Inspire Direction and Purpose | Foundational |
| | Optimise Workforce Contribution | Intermediate |
| | Lead and Manage Change | Foundational |

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|--------------|---|
| Relationships Community and Customer Focus | Intermediate | <ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs |
| Relationships Influence and Negotiate | Intermediate | <ul style="list-style-type: none"> Builds a network of work contacts across the organisation Approaches negotiations in the spirit of cooperation Puts forward a valid argument using facts, knowledge and experience Asks questions to understand others' interests, needs and concerns Works with others to generate options that address the main needs and concerns of all parties |
| Results Think and Solve Problems | Adept | <ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness |
| Results Deliver Results | Adept | <ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done |

SELECTION CRITERIA

INHERENT REQUIREMENTS

Essential Experience

- A sound working knowledge of NSW Planning Legislation as it relates to the position.
- A minimum four (5) years' relevant work experience.
- Demonstrated experience in implementation of a fire safety program, including assessment of certificates, statements, schedules and enforcement functions.
- Demonstrated experience in assessment of fire safety compliance for both proposed and existing buildings, in accordance with relevant legislation.
- Ability to work both autonomously and in a team environment.
- Demonstrated experience in mentoring.
- Demonstrated provision of consistent high level customer service.
- Demonstrated experience in problem solving, solution focus and process improvement.
- Demonstrated time management and priority setting skills.

Essential Qualifications, licences and tickets

- Tertiary qualification in Environmental Health and Building, Building Surveying or related field.
- Accreditation with NSW Fair Trading at a registration level of Building Surveyor – restricted (all classes of buildings) and/or Fire Safety Engineer under the Building & Development Certifiers Act 2018.
- Class C Drivers Licence

DESIRABLE REQUIREMENTS

- Accreditation with NSW Fair Trading at a registration level of Building Surveyor – unrestricted

ACCEPTANCE OF POSITION

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

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PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Close eye work – tasks involve the inspection of small defects/small parts
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours

Physical Demands – Manual Handling

- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials – Light 0-9kg.
- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Leg/Foot Movement – tasks involve use of leg and/or foot to operate machinery
- Working at Heights – tasks involve the use of ladders, or elevated platforms that lift from the ground

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures.

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyses & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions.
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer as far as they are reasonably able to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements, Safe Operating Procedures or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.
- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Supervisors will be held accountable for failing to comply with Work Health and Safety

responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

I have read and understand the contents of the WHS Physical Tasks and Requirements for my role and agree to work in accordance with the requirements of the position.

Signature:

Date: