



## **Position Description**

### **Bellinghen Shire Council**

<b>Title:</b>	<b>Environmental Health &amp; Building Surveyor</b>
<b>Division:</b>	<b>Land Use Services</b>
<b>Reports to:</b>	<b>Team Leader, Building &amp; Regulation</b>
<b>Grade:</b>	<b>5</b>
<b>Classification:</b>	<b>35 hour week/19 day month</b>

#### **Position Purpose:**

To guide, manage and regulate the built and natural environment within the Bellinghen Shire. To promote the image of Council as efficient, courteous and responsible, and to contribute to the efficient and effective operation of the Building and Regulation Team, the Land Use Services division, and Council as a whole.

#### **Key Responsibilities:**

- Ensure that Development Applications are professionally and efficiently assessed and processed in accordance with Council policy and statutory requirements.
- Assess applications and issue Certificates in accordance with Part 4A and section 149A of the *Environmental Planning & Assessment Act 1979*.
- Promote community and professional understanding of the legislative and policy requirements of the Bellinghen Shire through the provision of advice to the Council and public on building and environmental health issues.
- Ensure that best practice customer service techniques and conflict resolution skills are used in all interactions with members of the public, other officers within Council, Councillors and other agencies.
  - To contribute proactively to the creation of a harmonious and supportive culture within the Land Use Services Team, and to be mindful of the collective achievement of team goals, in addition to individual performance management targets.

- Ensure speedy and courteous responses to all inquiries and correspondence from Councillors, the development industry and the general community.
- Assess Development Applications, and where appropriate, make recommendations to delegated Officers and/or prepare reports to Council.
- Inspect approved activities for compliance with conditions of consent and general legal compliance and implement appropriate legal actions.
- Monitor compliance with relevant laws, regulations and Council policies and undertake necessary education/enforcement procedures where breaches are evident.
- Contribute to a continuing improvement program for assessment and regulatory procedures and policies.
- Advise the public (via customer enquires), management and Council on a comprehensive range of building matters.
- Maintain effective communication within the work group, with management and staff in other departments.
- Prepare Development Control Plans and other relevant policy documents as required.
- Represent Land Use Services and/or Council on relevant committees, professional forums, and public meetings.
- Prepare drainage diagrams.
- Assist Council's Ranger with various enforcement functions and infringement notices.
- Attend Council meetings/workshops as required.
- Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity and Workplace Health & Safety.
- Act in the capacity of Team Leader, Building & Regulation as necessary.
- Assess DA referrals from planners on all relevant matters.
- Assist with managing the workload of planners, from time to time, should resourcing issues arise, and adequate capacity exists within the team to fill temporary resourcing gaps.
- Provide advice relating to environmental health & building matters as required by internal referral.
- Assess OSMS applications and, where appropriate, issue s68 approvals under the *Local Government Act 1993*
- Provide advice and carry out inspections in regard to the OSMS program as necessary.
- Maintain the necessary accreditation through the Building Professionals Board to carry out critical stage inspections and issue Construction Certificates.

- Perform relevant inspections, testing, approval and compliance functions associated with the administration of all relevant legislation governing the use of public and private swimming pools.
- Conduct plumbing and drainage inspections in accordance with the NCC (BCA) and the NSW *Plumbing & Drainage Act 2011*.
- Conduct Food Shop Inspections as part of Council's annual program for food shop inspections as required from time to time, and subject to resourcing constraints emerging elsewhere within the Team.

Undertake other duties, relative to the skill requirements of the position, as advised by the Manager Land Use Services, or other authorised persons from time to time.

**Essential Selection Criteria:**

1. Tertiary qualifications (at a minimum of Associate Diploma level) in Environmental Health, Building Surveying, or an equivalent discipline.
2. Extensive experience in building surveying and environmental health in accordance with the National Construction Code (Building Code of Australia), *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Plumbing & Drainage Act 2011*, *Food Act 2003*, *Public Health Act 2010* and *Swimming Pools Act 1992* and all associated Regulations.
3. Experience in development assessment in accordance with the *Environmental Planning and Assessment Act 1979*.
4. Detailed understanding of and ability to apply the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, *Protection of the Environment Operations Act 1997* and *Swimming Pools Act 1992* and all associated Regulations
5. Experience in interpreting and administering *Food Act 2003*, *Public Health Act 2010* and *Swimming Pools Act 1992* and all associated Regulations
6. Highly developed and effective written and verbal communication skills
7. Computer literacy, with particular reference to Microsoft Office and use of the internet.
8. Accreditation by the Building Professionals Board at a minimum level of A2.
9. Thorough understanding of and ability to apply customer service techniques.
10. Thorough understanding of and ability to apply conflict resolution techniques.
11. A current "C" Class driver's license.

**Desirable Selection Criteria:**

1. Ability to communicate professionally and effectively with the community, elected representatives and other professionals involved in the development industry.
2. Ability to work unsupervised in an efficient and conscientious manner.
3. The skills and ability to work effectively within a collaborative team.
4. Ability to work co-operatively with other Divisions.

5. Ability to present accurate, clear, concise and timely reports on matters relevant to the Division's operation.
6. Ability to utilise and apply time management skills in meeting deadlines.

## **General / Additional Information**

### **Generic Skills and Abilities:**

The following generic skills and abilities apply to all positions in Council. They have been developed in consultation with staff and with reference to Council's Code of Conduct, vision and values statement, Community Strategic Plan, service standards and statement of business ethics. These skills and abilities describe how we are expected to work together to deliver outcomes, contribute to organisational performance and achieve standards of operational excellence:

Respect: Work in a way that acknowledges and values the skills, contribution and perspective of others.

Professionalism: Abide by Council's Code of Conduct; accept responsibility; demonstrate initiative and a "can do" mindset.

Integrity: Act ethically and display honesty and sincerity.

Communication: Maintain consistent and effective interactions with others.

Service commitment: Strive for standards of excellence and superior service.

Team work: Build collaborative and cooperative relationships with others in order achieve common goals.

## **General / Additional Information**

- Council is committed to the following important principles and practices:
  - Workplace health and safety (WHS). All employees have responsibility for the implementation of our WH&S systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.
  - A professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.
  - Economic, environmental and social sustainability. Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.
- Conditions of employment are in accordance with the NSW Local Government State Award 2017.
- Applicants should be prepared to undergo a pre-employment medical assessment.
- Council must establish the applicant's right to reside and work in Australia. Applicants will need to provide evidence in support of this.
- When a Council Accredited Certifier commences employment or ceases to be employed by the Council. Clause 20D of the EP&A Regulation provides 20D Notice to be given by Council of certain matters.

## **Approval of Position Description**

This position description has been reviewed and accurately describes the job. Job qualifications and accountabilities are relevant to the position.

Approved electronically by Daniel Bennett