

# Upper Lachlan Shire Council



<b>Position</b>	Building Surveyor
<b>Reports to</b>	Senior Building Surveyor
<b>Group</b>	Environment & Planning
<b>Band/Level</b>	B3/L3
<b>Grade</b>	16
<b>Date revised</b>	2026

## Primary Purpose

To undertake building development control functions including assessment, inspection, determination, regulation of building development and fire safety certification services to ensure effective management of the built and natural environments.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Assessment and determination of development/activity applications in accordance with the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and Council policies and codes in a timely manner.
- Undertake inspections and issuance of Certificates in relation to buildings and other developments.
- Act on behalf of Council as Principal Certifying Authority.
- Respond to information requests from members of the public, developers and others with respect to Council's building, assessment and compliance requirements.
- Contribute to the implementation of a building maintenance and replacement program for Council buildings.
- Undertake research and prepare reports, plans and strategies in a timely manner.
- Provide public education and awareness programs and campaigns as required.
- Liaise with state and industry bodies to stay well-informed of policy changes and industry trends that may impact the organisation.
- Provide assistance and support to other areas within the department as required.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

**Key relationships**

<b>Internal</b>	<b>External</b>
Management team	Local Government Bodies and Professional Associations
Environment & planning team	Business and Community Leaders
Other staff	Government Agencies and Authorities

**Essential Criteria**

1. Degree in building surveying or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Hold or be eligible to hold a Level A3 or higher certification under the NSW Building Professional Board accreditation scheme.
3. Contemporary knowledge and demonstrated understanding and application of Environmental Planning and Assessment Act and Regulations, Local Government Act and National Construction Code (NCC) and appropriate standards.
4. Contemporary experience in carrying out critical stage inspections for all classes of buildings.
5. Demonstrated interpersonal and communication skills, including dispute resolution and negotiation, research and information analysis, and report writing to facilitate planning, decision-making and continuous improvement.
6. Proven ability to work productively as a member of a team and contribute to team goals.
7. Solid knowledge of and experience using Microsoft Word, Excel and Outlook.
8. Current Class C Drivers Licence.

**Desirable Criteria**

1. WHS General Construction Induction Card.
2. Demonstrated experience in a local government environment.
3. Experience in fire safety measures in relation to all classes of buildings.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date

# SALARY PROGRESSION CRITERIA



## Building Surveyor

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

#### STEP 1 SKILLS

Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.

When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.

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|---|--|
| 1 | Applies building codes and standards to residential buildings.         |
| 2 | Manages personal work priorities and ongoing professional development. |
| 3 | Actively provides effective service to customers.                      |
| 4 | Enforces provisions of building legislation.                           |
| 5 | Undertakes unsupervised building inspections.                          |
| 6 | Takes ethical responsibility for own work.                             |

#### STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

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|---|--|
| 1 | Applies building surveying procedures to buildings up to three storeys in height.  |
| 2 | Applies objectives-based environmental principles to the design and maintenance of the built environment.  |
| 3 | Coordinates and monitors the application of environmental plans and procedures relating to matters such as on-site effluent disposal and erosion and sediment control. |
| 4 | Builds and maintains internal networks within the organisation.  |
| 5 | Investigates alleged breaches of legislation and prepares relevant documentation.  |

6	Attends requests for building information and advice.
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### STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Develops and maintains business networks with external bodies and authorities.
2	Fosters and contributes to a team environment.
3	Assesses and monitors compliance of complex building proposals.
4	Facilitates and maintains public awareness and education initiatives.
5	Assesses applications for land use and/or development approval.

### STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Conducts public educational presentations.
2	Coordinates the resolution of complex customer complaints.
3	Represents Council in legal proceedings if required.
4	Applies knowledge of government processes.
5	Uses appropriate legislation to apply urban development and building controls.
6	Develops, implements and reviews policies and procedures.
7	Provides accurate and timely written and/or verbal advice to the Council where required

### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

**Note:** Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps