

# BUILDING SURVEYOR-LILYDALE POSITION DESCRIPTION

POSITION TITLE:	Building Surveyor		
REPORTS TO (TITLE):	Director		
LOCATION:	Level 1, 2 Morecroft Place Lilydale		
AUTHORISED BY:	Samuel Perna	DATE AUTHORISED:	
DATE EVALUATED:	Annually	Updated :	

## PURPOSE OF THE POSITION:

- Ensure that the Building Surveying services are being carried out in an efficient and effective manner throughout the Geelong operations.
- This role is directly accountable for the technical functions of the operations of Building Surveying section of SPa Building Surveyors
- Ensure that the company's duties of the Building Act and Building Regulations are strictly adhered to in relation to his/her functions.
- Ensure that the company's duties in relation to the company's clients are adhered to.
- This role exhibits clear understanding in the use and application of the Building Act, Building Regulations and the Building Code of Australia and relevant Australian Standards.
- Develop and maintain sound relationships with the staff community in the deployment of Building Regulatory advice.

## POSITION ENVIRONMENT:

This position is one which directly reports to a Director of the Company.

The position is required to assist with the role of Building Surveying within the organisation. This involves but is not limited to:

- Checking and Re-checking of applications against the relevant Regulations and Australian Standards.
- Providing expert advice to clients on a "as need" basis.
- Representing the Company professionally at all times.
- Issue of Building Permits, Occupancy Permits and certificates of final inspection as required.
- Assisting with the updating and continual improvement of Building Surveying systems within the office environment.
- Continual improvement and development of industry based learning to ensure competence with the ever changing Building Regulations.
- Carrying out of Building Inspections as required.
- Ensuring that there are adequate resources within the office at all times.

**EXPERIENCE AND QUALIFICATIONS:**

What qualifications and experience are needed in this position?

**Preferable :**

The applicant is registered with the Building Commission in the capacity of “Building Surveyor-Unlimited ” and “Building Inspector-Unlimited”.

**And:**

Expert knowledge of the Building Act, Building Regulations, BCA and relevant Australian Standards.

Minimum of 5 years experience

Displays sound professional written and verbal communication skills.

The incumbent should demonstrate the aptitude to be able to develop in team related activities.

***Sound negotiation and management skills.***

Demonstrate initiative and manage problems through to resolution.

**POSITION ACCOUNTABILITY:**

This position is directly accountable to the partners and the State Government’s Building Commission.

This position is accountable for ensuring that the State Building Regulations are being adhered to for each project that is being considered by the Company.

This position is accountable for the management of technical staff, building administrative staff and tasks and their resources, inclusive of external factors.

## WORKING RELATIONSHIPS:

### (a) Within the Company (Position)

Contact?	Reason – what is the purpose of the contact?
<ul style="list-style-type: none"><li>• Director</li></ul>	<ul style="list-style-type: none"><li>• Advice in relation to technical support of the organisation, time management, delivery of reports etc</li></ul>
<ul style="list-style-type: none"><li>• Office Personnel</li></ul>	<ul style="list-style-type: none"><li>• Inter-office interaction, Administration, Operational and Support Staff.</li></ul>

### (b) Outside the Company (Position)

Contact?	Reason – what is the purpose of the contact?
<ul style="list-style-type: none"><li>• Clients</li></ul>	<ul style="list-style-type: none"><li>• Ensuring that a professional level of service is being provided at all times.</li><li>• Ensuring that advice/reports are carried out in a timely manner.</li><li>• Ensuring that a advice is given in a friendly manner at all times.</li></ul>
<ul style="list-style-type: none"><li>• Related professionals and peers, including other consultants</li></ul>	<ul style="list-style-type: none"><li>• Delivery of high level of professionalism and knowledge.</li><li>• Ensuring that a professional level of service is being provided at all times.</li><li>• Ensuring that advice/reports are carried out in a timely manner.</li><li>• Ensuring that a advice is given in a friendly manner at all times</li></ul>

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KEY PERFORMANCE INDICATORS:	RESPONSIBILITIES:	STANDARDS:	MEASURES:
<b>Code of Conduct</b>	Adhere to the SPa Code of conduct	In accordance with the Code of Conduct.	No violations of the Code of Conduct.
	<ul style="list-style-type: none"> <li>• Checking of applications for Building Permits</li> </ul>	In accordance with the BCA and state legislation.	<ul style="list-style-type: none"> <li>• Positive feedback from customers</li> <li>• Comply with requirements of Building Act, Building Regulations and BCA.</li> <li>• Accuracy and timely delivery.</li> <li>• Positive feedback from office personnel</li> <li>• Daily duties as required</li> <li>• Management systems, accountability</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Providing building regulatory advice</li> </ul>	In accordance with the BCA and State legislation.	<ul style="list-style-type: none"> <li>• Positive feedback from customers</li> <li>• Comply with requirements of Building Act, Building Regulations and BCA.</li> <li>• Accuracy and timely delivery.</li> <li>• Positive feedback from office personnel</li> <li>• Daily duties as required</li> <li>• Management systems, accountability</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Providing administrative support</li> </ul>	Friendly and professional delivery of expertise	<ul style="list-style-type: none"> <li>• Positive feedback from office personnel</li> <li>• Daily duties as required</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Support to office staff/the company.(including other offices as required)</li> </ul>	Assist peers with technical knowledge.  Assist with staff training	<ul style="list-style-type: none"> <li>• Positive feedback from office personnel</li> <li>• Daily duties as required</li> <li>• Assessing Building Applications as required.</li> </ul>

KEY PERFORMANCE INDICATORS:	RESPONSIBILITIES:	STANDARDS:	MEASURES:
<b>Client Focus</b>	<ul style="list-style-type: none"> <li>Build strong external relationships that are long term and mutually beneficial.</li> </ul>	Delivery of expert advice in a friendly and timely manner.	<ul style="list-style-type: none"> <li>Positive feedback from office personnel and customers</li> <li>Relationship issues addressed successfully.</li> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Ensure that correct, timely advice is given at all times.</li> </ul>	BCA and Relevant Australian Standards.	<ul style="list-style-type: none"> <li>Positive feedback from office personnel and customers.</li> <li>Relationship issues addressed successfully.</li> </ul>
	<ul style="list-style-type: none"> <li>Check applications for building permits with the client in mind.</li> </ul>	BCA and relevant Australian Standards.  To ensure that the client understands what is required to solve issues as they arise.	<ul style="list-style-type: none"> <li>Accuracy of advice, and standard of works performed.</li> <li>Positive feedback from office personnel and customers.</li> <li>Relationship issues addressed successfully.</li> <li>Relationship issues addressed successfully.</li> </ul>