

## POSITION DESCRIPTION

POSITION TITLE	Principal Building Surveyor
DIRECTORATE - SECTION	Development Services – Approval Services
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Approval Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

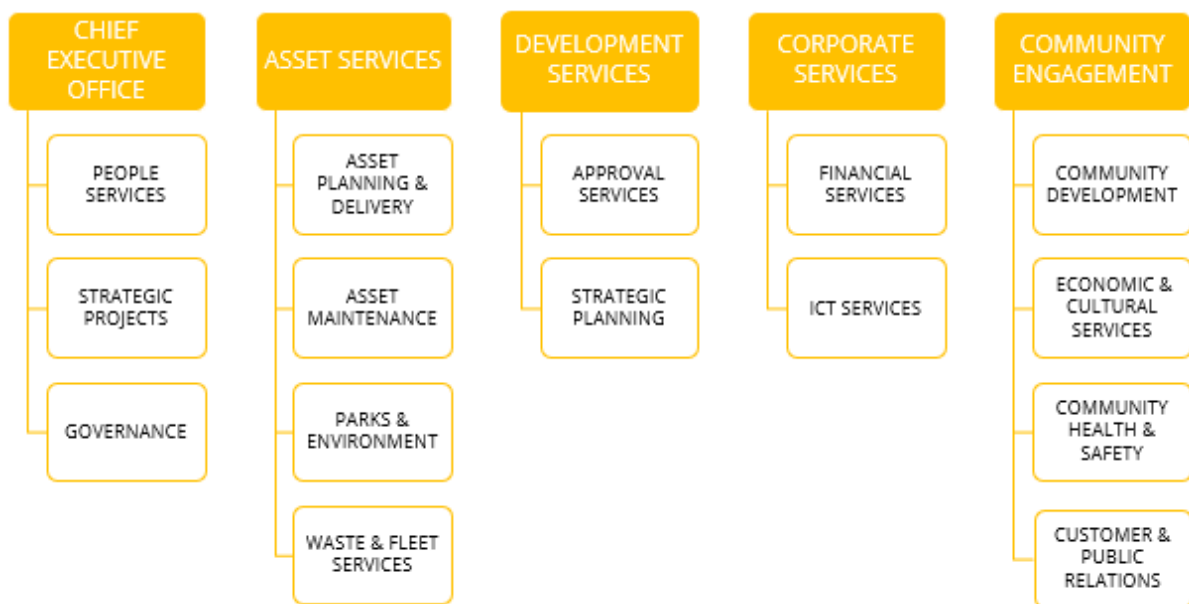
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

- Coordinate the operations of building control within the City's corporate structure with a focus on client service and delivering effective and efficient outcomes.
- Monitor, interpret and formulate strategies/programs, policies, work practices, procedures and resource allocation to achieve desired corporate outcomes.
- Coordinate, administrate and delegate the Building Control function for Regional Country Shires that are subject to a Memorandum of Understanding with the City of Kalamunda.

## KEY RESULT AREAS

### EXECUTIVE (CEO AND DIRECTORS) SUPPORT

Chief Executive Officer, through the Director/Manager, is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the development and delivery of services.

### LEADERSHIP

Proactively lead the team members and ensure they are consistently provided with high quality; dynamic; innovative and proactive leadership guidance and support including regular and constructive performance feedback and development opportunities.

### APPROVAL / OPERATIONAL PLANNING

Innovative and professional input is contributed to the development of Approval and Asset Services business plans for the team, which are effectively implemented and monitored with any variances or performance issues being brought to the attention of the Manager along with appropriate remedial strategies that have been considered.

### FINANCIAL MANAGEMENT

Consistent and accurate preparation and monitoring of section budgets, with funding and revenue increasing opportunities being proactively sought; and expenditure reduction initiatives proactively implemented. Variances are to be immediately reported to the Manager with appropriate remedial strategies considered and expenditure reduction initiative proactively implemented.

### CORPORATE SUPPORT / CUSTOMER SERVICE

The management; operation and environments related to the program / service, proactively maintain and further foster excellence in customer service values and culture throughout the Shire, with a consistently positive image of Council being promoted to the community.

### ADMINISTRATION

- Proactively maintain administrative tasks, including database management, employee and client information and communications, ensuring all are kept up to date.
- Prepare correspondence and sign completed letters within required periods as delegated.
- Maintain computer records of building applications and approvals. Provide reports to the Manager Approval Services. Maintain building statistics electronically.

## **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Municipal Building Surveyor Certificate or other appropriate qualification.
- Advanced Diploma in Building Surveying
- Registered Builder or proven similar experience.
- Building Surveyors Certificate of Registration Level 1 or Level 2
- WA Construction Industry Card (CIC) White card

## **SELECTION CRITERIA**

1. Proven effective skills in leadership and management of a team.
2. Ability to work under limited direction and exercise autonomy in coordinating Building services.
3. Good communication and customer service skills.
4. Sound understanding of Local Government functions, applicable statutory requirements and laws.
5. Experience monitoring budgets, funding and revenue opportunities proactively sought and expenditure reduction initiatives proactively implemented.
6. High quality and accurate presentation of advice or instruction both verbally and in writing, including compiling reports.
7. Strategic and operational planning experience.

## **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY:

DATE PD REVIEWED/APPROVED: Click or tap to enter a date.

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