



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Building Surveyor	Level	6/7
Business Unit	Regulatory Services	Position Number	00150,00151
Directorate	Planning & Community Development	Date Effective	July 2010
Reporting to	Senior Building Surveyor	Date Updated	November 2025

2. KEY OBJECTIVES

- Provide services relating to the City's statutory building approvals function by examining, processing and reporting on a range of standard to moderately complex building applications, certificates of construction/building compliance, occupancy permits and strata developments.
- Provide professional building advice to the general community, other government agencies, developers, consultants and other City employees.

3. KEY ACCOUNTABILITIES

- Ensure building related advice and information is provided in an accurate and timely manner in accordance with relevant legislation, Codes, Policies, Standards and City's protocols/procedures.
- Ensure all building applications meet the relevant standards and statutory requirements.
- Prepare building assessments and/or reports for determination in consultation with the Senior Building Surveyor.
- Correspondence and other written material is of a high standard, and content is accurate and error free, and in accordance with the City's writing guidelines.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

4. KEY ACTIVITIES

ACTIVITIES
Outcome: Service Delivery <ul style="list-style-type: none">• Assess and process standard to moderately complex building applications within statutory timeframes.• Provide accurate and timely technical advice in response to enquiries from property owners, building and design professionals, the public and other stakeholders including other business units at the City.• Prepare reports and correspondence pertaining to building proposals and enquiries.• Liaise with external stakeholders in relation to building approval matters as required, including other local governments, state government agencies and the Building Commission.• Carry out site inspections and prepare reports relating to specific stages of the approval, building construction and demolition process.• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.
Outcome: Inspections and Compliance Support <ul style="list-style-type: none">• Undertake site inspections as required in relation to unauthorised, non-compliant, or potentially dangerous buildings.• Provide professional advice as required following site inspections regarding compliance with relevant legislation, Codes and Standards.
Outcome: Administration <ul style="list-style-type: none">• Accurately update the City's property database.• File note all communications with applicants in the City's Records Keeping System.• Generate standard letters when required.• Contribute towards the development, implementation and maintenance of City protocols and procedures.
Outcome: Customer Service <ul style="list-style-type: none">• Liaise with applicants in relation to Building Applications.• Provide advice and information to ratepayers and the general public on building related matters.• Attend to customer enquires over the counter and over the phone on a roster basis or as directed.• Provide building related advice to internal and external customers (such as Planning Services, Compliance, external building companies).

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

High Level Skills:

- Ability to apply, interpret and administer Local-Laws, Codes and Standards.
- Written and verbal communication skills.
- Problem-solving and conflict resolution skills.
- Organisational, time management and prioritising skills.
- Microsoft Office and other databases.

- Interpersonal skills, including the ability to liaise effectively and courteously with internal and external customers.
- Ability to work as part of a multi-skilled team.

Sound Knowledge:

- Current building practices, procedures and principles.
- Building Regulations, Building Code of Australia, Australian Standards, Access to Premises Standards and any other relevant legislation.
- Requirements of the Building and Local Government Acts and the approvals process.

Demonstrated Experience:

- In a similar building approvals role.
- Local Government and/or the building industry.
- Interpreting Acts, policies and building codes.

Qualifications / Clearances:

- Level 1 or 2 Building Surveyor (as recognised in Western Australia).
- Accredited Building Surveyor or degree in Building Surveying (as recognised in Western Australia).
- Current Western Australian 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. EXTENT OF AUTHORITY

- Freedom to act governed by clear objectives and/or budget constraints.
- Required to set outcomes within defined constraints.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- Required to exercise judgment and initiative where procedures / practices / direction is not clearly defined.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction.

Internal:

- Customer Services Officers.
- Building Approvals sub-unit.
- Compliance sub-unit.
- Planning Services.
- Infrastructure Services directorate.
- All employees.

External:

- Building Commission.
- Other local governments.
- Ratepayers and the general public.

- Building practitioners (such as building companies, private certifiers).

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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