



POSITION DESCRIPTION

Position Title:	Building Services Coordinator
Position Number:	10914
Directorate:	Development Services
Reports to:	Manager Approvals & Compliance
Supervises:	Building Surveyor, Building Compliance Officer
Department:	Approvals and Compliance
Agreement:	City of Karratha Industrial Agreement 2023
Classification	Level 8

1. POSITION OVERVIEW

The Building Coordinator is responsible for carrying out the day-to-day operations of the Building Services Department including:

- Ensuring that buildings within the City comply with the National Construction Code, the Residential Design Codes of Western Australia, the Local Planning Scheme (LPS), and all other statutory requirements and Council policies.
- Applications are determined accurately and within legislative requirements.
- Ensuring Building compliance matters are actioned and resolved efficiently.
- Assist the Manager Approvals & Compliance on all building related issues.

1.1. Position Objectives

- Co-ordinate and assess applications for building approval.
- Undertake inspections as required by building legislation.
- Develop and maintain a sound knowledge of the legislative, policy and procedural framework within which the Development Services Directorate operates.
- Provide a consistent professional and reliable level of service to both external and internal customers.
- Develop and maintain policies and procedures to enable the Building Services to operate effectively in delivering a flexible and responsive service to external and internal customers.
- Develop and maintain effective working relationships with all Directorates to enable organisational objectives to be achieved.
- Assist the Manager Approvals & Compliance in setting annual budget and monitor financial performance against the approved budget.

2. DUTIES & RESPONSIBILITIES

2.1. Application Assessment

- Process and issue Permits and Certificates for uncertified applications (dependant on certification level) to ensure compliance of all buildings to be erected within the City with the requirements of the National Construction Code.
- Assess and issue Building Approvals for privately certified applications.
- Liaise with all relevant internal and external stakeholders, including Government agencies to ensure excellent provision of service.
- Compile monthly statistics on building approvals issued and report to statutory authorities as required.
- Undertake other responsibilities and duties as directed by the Manager Approvals & Compliance.

2.2. Compliance Management

- Perform inspections as necessary to ensure that all requirements of the National Construction Code and Regulations and By-Laws relating to Building are complied with in respect of both new and existing buildings and structures.
- Liaise with customers in providing advice on breaches of applicable legislation and recommend action to enforce compliance.
- Ensure the management and ongoing compliance of the 4-yearly swimming pool/spa barrier inspection program.

2.3. Other Duties

- Advise builders, architects, engineers, applicants and public on matters pertaining to building and related development control.
- Undertake administrative duties as required.
- Maintain building files and data base in the Building Services Department.
- Provide general support for the Manager Approvals & Compliance.
- Create and review policies related to the Building Section.
- Prepare agenda items for Council as required.
- Promote best practice and quality improvement programs and activities within the team.

2.4. Management and Supervision

- Lead and oversee a team of Swimming Pool Inspectors and Building Surveyors, providing guidance, mentorship, and support for professional development.
- Contribute to recruitment efforts by participating in candidate selection, facilitate onboarding processes, and conduct regular performance reviews.
- Design and execute training programs tailored to enhance the skills and knowledge of team members, ensuring alignment with organizational objectives.
- Cultivate a collaborative and inclusive team culture that promotes communication, teamwork, and mutual respect.
- Participate in setting annual budget, including fees and charges and monitor financial performance against the approved budget.

2.5. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.
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3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under broad supervision of the Manager Approvals & Compliance.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Operates under the direction of the Manager Approvals & Compliance and within the limits of the officer's Delegation of Powers from the Chief Executive Officer.
- The position has a level of authority to deliver the requirements of the key duties and responsibilities of the position and the Statutory Legislation relative to operations of the Building Services Department.

3.2. Judgement & Problem Solving

- Highly developed problem-solving skills exercised through reference to established processes, procedures, precedents, and instructions.
- Highly developed abilities in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.3. Management Skills

- Leadership skills and the ability to coach, counsel and develop staff.
- Sound financial management skills and budgeting experience related to local government.

3.4. Specialist Knowledge & Skills

- Thorough knowledge of building construction and building maintenance procedures.
- Thorough understanding of building approval and appeal processes.
- Thorough knowledge of:
 - i. *Building Act 2011*
 - ii. *Buildings Regulations 2012*
 - iii. *National Construction Code*
- Excellent computer literacy utilising the Microsoft Office suite and digital assessment programs such as Trapeze or Adobe Professional.
- Maintenance and use of Synergy Soft building computer module or CiAnywhere and TechOne (Desirable)

3.5. Interpersonal Skills

- Highly developed interpersonal skills to enable relationships with team members within the department and the larger organisation to be established.
- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality.
- Highly developed numeracy, written and verbal communication skills relevant to the work area.

3.6. Qualifications & Experience

- Building Surveyor Practitioner Level 1 or 2 Registration with the Department Energy, Mines, Industry Regulation and Safety
- Minimum 5 years' experience within either a local government (highly desirable) or private consultancy.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)