

Job Demands Analysis - Building Surveyor

Building Surveyor

Placement/Job Title	Building Surveyor
Division/Unit	Building Service Unit
Date of Assessment	16 October 2015
Standard Hours	8am to 4:30pm (Monday to Friday). May be required to work on Saturdays however this is on a rare occasion.
Variable Hours	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Break/Rest Periods	45-minute lunch

Environmental/Psychosocial Factors

The Building Surveyor is required to split their working week between administrative tasks, carried out in an open office environment and community work which is aimed at assessing building and construction sites to ensure that it complies with the building code of Australia.

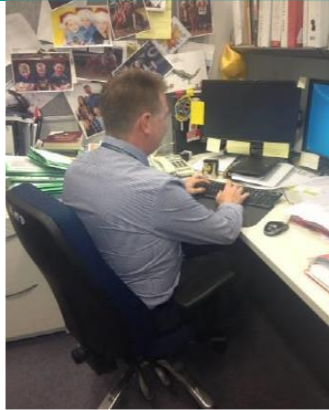
The assessments are carried out at building sites, residential homes and swimming pools. The Building Surveyor is required to work autonomously while out in the community as well as part of a five-man team. The Building Surveyor's role can be highly stressful as they must ensure their assessments are in line and accordance with legislative acts as well as with the building code of Australia. In addition to this they must also ensure that they are meeting timeframes and deadlines. The Building Surveyor can often be dealing with difficult clients which can be a high risk when working alone.

Role Description

The purpose of the Building Surveyor's role is to maintain the building and construction standards are met in accordance with legislative requirements and the building code of Australia. The usual job tasks can be split between office-based tasks and tasks completed out in the community.

Office based tasks to include:

1. Attending to complaints in relation to unauthorised development;
2. Prepare documentation, conduct and record results of inspections for building certificate;
3. Reading trim notifications;
4. Provide written advice regarding council policy, procedure and building legislation;
5. Write reports;
6. Write case notes;
7. Communication, both internally and externally via email and telephone;
8. Reviewing building/construction applications.



Community based tasks to include:

1. Drive to site, within Council area;
2. Meet with builders/resident to assess, investigate and inspect building and construction. This can be anything from construction and or regulation of swimming pools, inspections of footings, walls, slabs, demolition, water proofing, fire safety;
3. Review reports and certificates, for example compliance certificates, construction certificates, section 68, inspection reports;
4. Provide builder/resident with verbal advice concerning council policy, procedure and building legislations.



Checking and signing documentation



Slab inspection



Slab inspection



Slab inspection

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%	Comments
Standing			X		Required on a frequent basis. The worker is required to static stand on even and uneven surfaces and may include rough, narrow and/or inclined surfaces.
Walking			X		Required on a frequent basis. The worker is required to walk on even and uneven surfaces and may include rough, narrow and/or inclined surfaces. For example, walking over steel flooring.
Sitting				X	Continuous sitting is required when driving the car to various sites as well as when completing office-based tasks.
Climbing ladders, stairs or scaffolding		X			The worker may be required to use stairs, ladders and or scaffolding at the residence/ building site being inspected or assessed.
Bending/ Stooping		X			The worker may be required to bend/stoop when taking a variety of different measurements when inspecting building sites. For example, builder may be required to bend/stoop when measuring depth of holes on a slab inspection.
Squatting/ Crouching		X			The worker may be required to squat/crouch when taking a variety of different measurements when inspecting building sites. For example, builder may be required to squat crouch when measuring height of swimming pool gates.
Kneeling	X				The worker may be required to kneel when taking a variety of different measurements when inspecting building sites.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%	Comments
Reaching overhead		X			The worker may be required to reach over head when taking measurements or assessing/ inspecting overhead framing and walls.
Reaching at shoulder level or below			X		Bilateral shoulder flexion/abduction and elbow flexion is required when typing, answering phone and driving as well as measuring and carrying out onsite inspections.
Trunk Rotation	X				The worker may be required to rotate trunk to reach files/paperwork while sitting at desk.
Repetitive forearm, hand & finger movements			X		Repetitive forearm hand and finger movement used to type and sign paperwork.
Manual dexterity and handling			X		Bilateral fine motor actions are required for a number of tasks including typing, writing notes and taking photographs.

Manual Handling			
	Weight	Frequency	Comments
Lifting	5kg	Occasional	May be required to lift folders containing case documentation. In addition, may be required to carry folders of documentation onto construction/building sites.
Pushing/pulling	10kg	Occasional	May be required to move equipment/tools when on site.

Tools Used		
Tool	Weight	Comments
Hard hats	500g	May be required when assessing/inspecting building, resident and construction sites.
High vis vests	50g	May be required when assessing/inspecting building, resident and construction sites.
Gloves	200g	May be required when assessing/inspecting building, resident and construction sites.

Tools Used		
Tool	Weight	Comments
Glasses	50g	May be required when assessing/inspecting building, resident and construction sites.
Safety shoes	1kg	May be required when assessing/inspecting building, resident and construction sites.
First aid kit	3kg	May be used in case injury is sustained on site.
Camera (video/photos)	400g	Used to take photos/film of compliance concerns.
Mobile phone	200g	Used to communicate clients and team members.
Tape measure	300g	Required when inspecting building and construction sites.
Asbestos kit	4kg	Required when inspecting homes with asbestos.

Balance		
	Exposure To	Comments
Level ground	Yes	When walking in office environment.
Uneven ground	Yes	When walking in resident homes, front yards, backyards, sidewalks or building and construction sites.
Unprotected heights or high levels	No	May be required when assessing building sites.

Environmental Conditions		
	Exposure To	Comments
Inside work	Yes	Large portion of role is carried out in air-conditioned, open office environment.
Outside work	Yes	Large portion of role is carried out outdoors in resident homes, backyards, front yards and building sites.
Night work	No	Not applicable.
Extreme heat	Yes	The car is air conditioned. However, the worker may be exposed to the environment when out in the field.
Extreme cold	Yes	The car is air conditioned. However, the worker may be exposed to the environment when out in the field.
Humid or wet	Yes	May be exposed to the environment when out in the field.
Noise	Yes	Noise may be a concern when assessing building sites. Earmuffs are provided.
Vibration	No	Not applicable

Environmental Conditions		
	Exposure To	Comments
Mechanical hazards	Yes	The worker has to be aware of surrounding traffic and obstacles, particularly on building and construction sites.
Electrical hazards	Yes	The worker may be exposed to electrical hazards when assessing building and construction sites or assessing resident homes.
Risk of burns	No	Not applicable
Radiant energy	No	Not applicable
Poor ventilation	No	Worker may be required to crawl and inspect roof spaces.
Moving objects	No	Not applicable
Sharp tools	No	Worker is not required to use sharp tools however these may be present on construction/building sites that the worker is required to inspect.
Cluttered or slippery floors	Yes	Worker may be exposed to cluttered flooring when assessing resident homes and building sites.
Elevated surfaces	Yes	Worker may be required to work from elevated surfaces when assessing building sites.
Lighting	No	Not applicable
Exposure to fumes/ odours/ dusts/mists/ gases/chemicals	Yes	The worker may be exposed to increased levels of dust and fumes on work sites and has been provided with a dust mask.
Exposure to biological hazards	No	The worker may be responsible for assessing homes and building sites that obtain asbestos and has been provided with an asbestos kit.

Sensory/Communication		
	Required	Comments
Vision	Yes	Visual perception is required for all aspects of this role.
Hearing	Yes	General liaison with other workers and clients.
Speech	Yes	General liaison with other workers and clients.
Reading	Yes	Worker is required to read reports, legislations, case notes, referral information and email correspondence.
Writing	Yes	Completion of paperwork is required. Worker is required to write reports, case notes and sign documentation
Numerical ability	Yes	Worker is required to measure distances, for example, swimming pool fences and hole depths.