

Building Surveyor/Inspector

Position Description



Moreland
City Council

Position number:	1332
Classification:	Band 7
EA:	Moreland City Council Enterprise Agreement
Department:	Place & Environment
Branch:	City Development
Unit:	Building Services
Reports to:	Unit Manager Building Services
Supervises:	N/A
Approved by:	Group Manager City Development

Organisational values:



Position objectives

- Under delegation from Council's Municipal Building Surveyor (Unit Manager Building Services), and supervision of the Team Leader Building Services or Deputy Municipal Building Surveyor implement Council's proactive and reactive building compliance programs or building approval programs to ensure that buildings and building activity within the Municipality are compliant with the relevant Acts, Regulations, Codes, and Council Local Laws.

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Date Modified:

Date Approved:

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- As a member of a professional team, provide a responsive service to all customers and clients, upholding the requirements of Council's Building Services objectives, policies and procedures.
- As a senior member of staff, coach and assist Building Inspectors, Assistant Building Surveyors and Cadet Building Surveyors in their work.
- As a senior member of staff, assist the Team Leader in the preparation and monitoring the units Key Performance Indicator (KPI), and assist the Team Leader in achieving the Unit KPI's.

Key responsibility areas

Implement and Monitor Programs

- Implement Council's Building Compliance, proactive (planned inspections) and reactive (response to customer requests/complaints) or Council's Building Approvals (building permits, lapsed permits, report and consents) programs in accordance with Council policies and procedures or as directed by Unit Manager.
- Actively monitor key performance indicators for both proactive and reactive compliance or approval programs and report findings to Unit Manager upon request.

Investigate and Enforce Legislation

- Investigate alleged breaches of the Building Act and Regulations, conduct inspections of building work and perform statutory functions aimed at achieving an acceptable level of building compliance, in accordance with Council policies and procedures or as approved by Unit Manager.
- Issue statutory Notices and Orders, Direction to Fix and Infringement Notices, in accordance with relevant legislation and Council policy and procedures.
- Keep accurate and precise records of all investigations to a standard whereby such records could be used as evidence in legal or statutory proceedings.
- Prepare legal briefs and submissions to statutory tribunals and bodies and in hearings give evidence collected during the course of duties.
- Carry out mandatory inspections to ensure compliance of building work with the issued building permit and applicable legislative requirements.

Administrative Functions

- Provide specialist advice to the Unit Manager, Team Leader Building Services or Deputy Municipal Building Surveyor concerning policies and processes applicable to the operation of the Unit and undertake policy and procedure development as delegated by Team Leader Building Services or Deputy Municipal Building Surveyor.
- Prepare correspondence, reports and submissions for and on behalf of Council, in relation to matters under the Building Act, Building Regulations, relevant codes and associated legislation.
- Accurately record and maintain data associated with work processes, so as to ensure the integrity of Council's statutory building register and Council databases.
- Attend to telephone and counter enquiries associated with statutory functions under the Building Act and Regulations and provide advice in a courteous, responsive and efficient manner and in accordance with Council policies and procedures.

- Receive and process complaints, applications and enquiries applicable to the Building Act and Regulations, in accordance with Council policies and procedures.
- Accurately register applications processed for the purposes of the Building Act and Regulations and manage Council files in accordance with Council policies and procedures.
- Prepare statistical reports as required.

Mentoring, Coaching and Support

- Provide professional assistance, advice and coaching to the Building Inspectors, Assistant Building Surveyors and Cadet as appropriate during the course of duties.
- Assist in the professional development of the Building Inspectors, Assistant Building Surveyors and Cadet Building Surveyors.

Within Unit Support

- Provide building surveyor/Inspector support to all areas within the Building Services Unit when directed by Unit Manager. This may include on an as need basis the; issue of Building Permits, Certificate of Final or Occupancy Permit as a delegate of the Municipal Building Surveyor.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate team members.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.
- Participate in the after working hours Emergency Call Out roster as directed by the Municipal Building Surveyor, not to exceed more than 25 weeks per financial year.

Organisational relationships

Internal Relationships	All Council Departments
External Relationships	Fire Rescue Victoria and Emergency Services Victorian Building Authority Registered Building Practitioners Melbourne Water Victorian WorkCover Authority WorkSafe Victoria Bureau of Statistics Architects Solicitors Other councils Ratepayers Clients Professional associations (AIBS, VMBSG and others)
Extent of Authority	This position is supported to make decisions in accordance with Council's policies and procedures, Code of Conduct for Building Surveyors, Council authorisations and the instrument of sub-delegations from the Chief Executive Office and the Municipal Building Surveyor.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. Accountability and Extent of Authority:

- This position is required to provide specialist advice to clients, regulate buildings and building construction, providing advice and develop policy applicable to the Building Compliance and Building Approval functions.
- The specialist advice or regulation of buildings and building construction is generally governed by the interpretation of legislation and codes of practice. The freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- The position requires input into policy development within the conduct of the Building Surveying profession, within a local government setting.
- The position requires proven ability to operate at a high level with limited supervision.

2. Judgement and Decision Making:

- The position exercises the authority and accountability given to a relevant building surveyor and building inspector as detailed in the Building Act.
- The position exercises powers and functions under the Building Act, as delegated by the Municipal Building Surveyor.
- The position requires the application of specialist knowledge to situations, which require the understanding and interpretation of building legislation and codes to new and sometimes complex situations. Such situations require a degree of problem-solving using methods, procedures and processes generally developed from building and local government administration theory or precedent. However, the position requires the need to recognise when these established techniques are not appropriate to a given situation.
- The position requires judgements and decisions, frequently involving the protection of life and safety, guided by the interpretation of building legislation and/or Council policies and procedures, to be made during investigations and inspections. Guidance is not always available within the organisation.
- The position requires a level of policy development, particularly in the area of continuous improvement in relation to building surveying practice. The ability to research and analyse service options before a recommendation is made is essential.

3. Specialist Knowledge and Skills:

- A demonstrated ability to understand and interpret plans, specifications and other documentation for the purposes of assessing whether building work is carried out in accordance with the documentation and Building Act, Regulations and Building Codes.
- Sound knowledge of construction techniques for all classes of buildings and types of construction, including domestic, residential, industrial, commercial and multi-storey.
- Detailed knowledge of the Building Act, Building Regulations, Building Code of Australia, Codes and subordinate legislation, the underlying principles of their application and an ability to apply legislative provisions, where appropriate, to solve problems.
- Demonstrated sound understanding of investigatory methods and enforcement tools available under the Building Act and Regulations and an ability to make appropriate judgements and decisions, using the available regulatory tools, to move non-compliant situations quickly into compliance.
- Demonstrated sound understanding of the function of Building Surveying within the context of Council's long-term goals and objectives, policies and procedures, together with the role of the Private Building Surveyor function.
- Proven capacity to operate at a senior level within a multi-disciplinary team, to deputise for the Municipal Building Surveyor in representing Council before industry groups and at appeals before the Building Appeals Board.
- Sound understanding of Council's values and the political and legal context of the local government sector.
- Sound understanding and demonstrated use of PC based computer system software, particularly software used in the management of municipal building services data management and customer requests.
- Ability to effectively communicate with clients and citizens from diverse backgrounds so as to provide sound professional advice.

4. Management skills:

- Ability to manage time, set priorities and planning and organising one's own work and where appropriate that of others to ensure Unit outcomes are met within defined individual and Unit key performance indicators in the most efficient way possible within the resources available despite conflicting pressures.
- Ability to assist team members (Building Inspector, Swimming Pool Inspector Assistant Building Surveyors and Cadet) to meet day-to-day work outcomes.
- Ability to monitor one's workload and raise issues as they arise with your team leader and, if applicable, negotiate modifications to one's workload, within the context of a team environment, to provide overall benefit to the Unit function.

5. Interpersonal Skills:

- Ability to effectively communicate with and gain co-operation and assistance from builders, owners, ratepayers and clients to ensure compliance with Building Act and Council requirements.
- Ability to conciliate and resolve problems between parties involved in disputes over building matters.
- Ability to work co-operatively with other Council employees to resolve intra-organisational problems, and motivate, mentor and develop staff of the Buildings Services Unit.
- Ability to prepare correspondence, Council and management reports and industry submissions, on behalf of Council.
- Ability to network with Building Surveyors within the local government and building industry context, so as to discuss and resolve specialist problems.
- Demonstrated ability to work as a highly effective team member, to motivate and coach staff and gain the support and cooperation of others.

6. Qualifications and Experience:

- Registration or near registration as a Building Surveyor with the Victorian Building Authority.
- Registration as a Building Inspector with the Victorian Building Authority.
- A tertiary qualification or the equivalent in Building Surveying.
- Excellent written and verbal communication skills.
- Sound knowledge and experience in carrying out Building Surveying enforcement work and building permit work will be highly regarded.
- A sound understanding and demonstrated use of PC-based computer system software, particularly software used in Municipal Building surveying offices.
- A current driver's licence is required.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(x)	()
-below 10kgs	()	()	(x)	()
Manual handling frequency	()	()	(x)	()

Repetitive manual work	()	()	(x)	()
Repetitive bending/twisting	()	()	(x)	()
Working with arms above head	()	()	(x)	()
Lifting above shoulder height	()	()	(x)	()
Using hand tools – vibration/powerd	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	(x)	()
Wearing hearing protection	()	()	(x)	()
Wearing eye protection	()	()	(x)	()
Working in dusty conditions	()	()	(x)	()
Working in wet/slippery conditions	()	()	(x)	()
Wearing Gumboots	()	()	(x)	()
Wearing safety shoes/boots (steel cap)	()	()	(x)	()
Working with chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	(x)	()
Working at heights	()	()	(x)	()
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	()	(x)	()	()
Working on a keyboard	()	(x)	()	()
Driving cars and/or trucks	()	(x)	()	()
Other (please specify)_____	()	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- A tertiary qualification or the equivalent in Building Surveying with registration or near registered as a Building Surveyor as issued by the Victorian Building Authority.
- Building practitioner registration as a Building Inspector as issued by the Victorian Building Authority.
- Proven knowledge and experience in building compliance / enforcement, building approvals and permits as a Building Surveyor.
- Ability to operate with limited supervision, to manage time, set priorities and planning and organising one's own work and where appropriate that of others to ensure Unit outcomes are met within defined individual and Unit key performance indicators in the most efficient way possible within the resources available despite conflicting pressures.
- Ability to effectively communicate with and gain cooperation and assistance from team members, as well as builders, owners, customers and clients, to ensure compliance with the Building Act and Council requirements.

- High level written communication skills are required to prepare correspondence, Council and management reports and industry submissions, on behalf of Council
- Previous experience in mentoring and coaching staff is highly desirable and an ability to work cooperatively and motivate Building team members is essential.
- A current driver's licence is required.