

Building Inspector

Position Description



Merri-bek
City Council

Position number:	0120
Classification:	Band 6
EA:	Moreland City Council Enterprise Agreement
Department:	Place and Environment
Branch:	City Development
Unit:	Building Services
Reports to:	Team Leader Building Services (Compliance)
Supervises:	Nil
Approved by:	Unit Manager Building Services

Organisational values:



Position objectives

- Assist with the implementing of Council's building compliance programs and Building permit mandatory inspections to ensure that buildings and building activity within the Municipality are compliant with relevant Acts, Regulations, Codes, and Council Local Laws.
- As a member of a professional team, provide a responsive service to citizens and clients to uphold the requirements of Council's building compliance objectives, policies and procedures.

Date Created:

Date Modified: May 2023

Date Approved:

Date Printed:

Key responsibility areas

Participate in Programs

- Perform functions required of Council's building approvals and compliance program in accordance with Council policies and procedures.

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 stock compliance, in accordance with Council policies and procedures.
- Prepare correspondence and reports associated with inspections and investigations under the Building Act, Building Regulations, relevant codes and in accordance with Council policies and procedures.
- Carry out mandatory inspections to ensure compliance of building work with the issued building permit and applicable legislative requirements.
- Assist in the preparation of statutory notices, orders and/or infringement notices, in accordance with relevant legislation and Council policies and procedures.
- Keep accurate and precise records of investigations to a standard whereby such records could be used as evidence in legal or statutory proceedings.
- Assist the Team Leader Building Services (Compliance) to prepare legal briefs and submissions to statutory tribunals and bodies and, in hearings, give evidence collected in the course of duties.
- Provide technical advice concerning building development or compliance issues.

Administrative Functions

- 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, in a courteous, responsive and efficient manner and in accordance with Council policies and procedures.
- Liaise with builders, owners, ratepayers and clients to demonstrate Building Act and Council requirements in respect to building related matters.
- Receive and process statutory complaints and enquiries applicable to the Building Act and Regulations.
- Accurately register applications processed for the purposes of the Building Act and Regulations and manage Council files in accordance with Council policies and procedures.
- Assess applications and monitor application progress, and where appropriate, recommend appropriate action to ensure a high level of customer service and/or compliance with statutory or Council timelines.
- Assist with the provision of statistical reports as required.
- Undertake any other duties as required commensurate with the classification of Building Inspector – Compliance that assists the Team Leader Building Services to fulfil obligations and functions under the Building Act and Regulations.

Mentoring, Coaching and Support

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

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.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

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 Branch staff.
- 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.

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 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 6, Clause 6)

1. Accountability and Extent of Authority:

- The position is directly accountable to the Team Leader Building Services - Compliance.
- The position is accountable for providing a professional building enforcement and mandatory inspection service. The freedom to act is subject to: Council policies and procedures; building legislation; and regular supervision.
- The effect of decisions and actions taken on individual clients may be significant but decisions and actions are always subject to appeal or review by the Team Leader Building Services (Compliance).

2. Judgement and Decision Making:

- To make sound, professional judgement on all matters relevant to building enforcement commensurate with the position.
- Under guidance make assessment for and on behalf of Team Leader Building Services (Compliance) on matters of building enforcement in accordance with Council policy/procedures.
- Problems encountered by the position may on occasions be of a complex or technical nature, which may require resolution without recourse to past experience. Some creativity and originality is therefore required of this position.
- 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 and advice is usually available within the time required to make a decision.
- The position is empowered to prepare correspondence and reports for the formal review and signature of the Team Leader Building Services (Compliance).

3. Specialist Knowledge and Skills:

- 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.
- Sound knowledge of the Building Act, Building Regulations, Building Code of Australia, Codes and subordinate legislation, and the underlying principles of their application.
- Sound understanding of investigatory methods and enforcement tools available under the Building Act and Regulations.

- Sound understanding of the function of Building Surveying within the context of Council's goals and objectives, policies and procedures, together with the role of the Private Building Surveyor function.
- Sound understanding and demonstrated use of PC based computer system software.
- 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 and set priorities of one's own work to ensure enquiries and applications are processed within the statutory time frame and/or within timeframes set by Council policy and procedures.
- Ability to manage one's own work, including established work-plan, whilst at the same time assist the Unit members meet day-to-day work outcomes.
- Ability to monitor one's workload and raise issues as they arise with supervisor and negotiate modifications if applicable.

5. Interpersonal Skills:

- Ability to effectively communicate with builders, owners, ratepayers and clients to demonstrate Building Act and Council requirements in respect to building related matters.
- Ability to assist in the conciliation between parties involved in disputes over building matters.
- To be able to liaise with Building Services staff and or other Council staff members, to assist in resolving departmental/organisation problems.

6. Qualifications and Experience:

- Registration as a Building Inspector (limited or unlimited) as issued by the Building Practitioners Board.
- Sound knowledge of the building enforcement provisions of the Building Act and Building Regulations
- Sound knowledge of Local Government and Private Building Surveying practice.
- Sound knowledge of construction techniques for all classes of buildings and types of construction.
- 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.
- A sound knowledge of computer and word processing skills. Advantage if worked with the following software programs; HPE Record Management (Trim), Pathway and MoreMaps.
- 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/powerful	()	()	()	(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 special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Registration as a Building Inspector (unlimited or limited) as issued by the Building Practitioners Board.
- Sound knowledge of the Building Act, Building Regulations and Building Code of Australia.
- Sound knowledge and understanding of the enforcement of safety and building standards as provided for under the Building Act and Building Regulations.
- Ability to carry out investigations by inspection and provide accurate, detailed and timely reports with regard to non-compliant buildings.

- 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.
- Ability to manage time and set priorities of ones own work to ensure enquiries and applications are processed within timeframes set by Council policy and procedures.
- Sound understanding and demonstrated use of PC based computer system software.
- A current driver's licence is required.