

<b>Assistant Building Surveyor / Building Inspector – Building Enforcement</b>	
<b>Classification:</b> Band 6	<b>Effective Date:</b> November 2023
<b>Reports to:</b> Coordinator Building Services (Municipal Building Surveyor - MBS)	<b>Tenure:</b> Permanent

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.



# WHITEHORSE CITY COUNCIL

## Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments

## Goal Statement

The position will deliver high quality and cost-effective building surveying services to provide a framework for responsive customer service to the community while maintaining safe and structurally sound buildings in the municipality through the statutory processes.

## Key Responsibilities

### *Position Specific Responsibilities*

- Undertake and carry out building complaints and site investigations, fire safety inspections, building audits, compile reports, and in consultation with the Senior Building Control Officer (SBCO) & Coordinator Building Services, take enforcement action as appropriate with regard to high-risk buildings in the municipality as directed
- Carry out building inspections and issue direction under Part 8 of the Building Act to ensure buildings and associated works are in accordance with approved building plans and the provisions of the Building Act, Building Regulations, Building Code of Australia and/or other Acts, Regulations and Standards as directed.
- Assist the Municipal Building Surveyor (MBS), Deputy Municipal Building Surveyor (DMBS) and Senior Building Control Officer SBCO in inspecting various buildings across the municipality and identify, justify, articulate, and report inspection findings with legislative justification and photographs of recommended decisions that should be taken.
- Assist the MBS/DMBS/SBCO in assessing and implementing the swimming pool registration and compliance and enforcement program.
- When requested by MBS/DMBS you may be required to and undertake mandatory inspections, assist in assessing building permit applications, plan checking, certification and on-site investigation works and maintaining all relevant reports.
- Ensure that relevant Building advice provided is accurate, timely and appropriate and delivered in accordance with Council's policies and procedures.
- Ensure Council's statutory obligations are met in accordance with the Building Act, Building Regulations, and relevant Australian Standards and Council policy.
- Assist, develop and maintain a culture of quality, industry best practice and customer focus across the Building and Enforcement Services Unit.
- Assist the Building Services Unit to achieve Council's corporate objectives through the development and implementation of building safety and approval policies, legislation and processes.
- Assist, develop and maintain a culture of quality, industry best practice and customer focus across the Building Services Unit.
- Respond to customer enquiries and complaints via telephone, email and front counter
- Representation of Council's interest with regard to out of hour's meetings, seminars and building appeals if required.
- Establish positive communications with the general public and educate and promote the need for compliance with the various statutes, legislation and local laws.
- Assist with the implementation of education packages and proactive measures relating to improving the outcomes for issues dealt with by the Building Unit.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- If and when required, maintain out of hours availability for disasters such as fires or vehicles into buildings, represent Council and make decisions on structural and safety issues often prior to emergency services access.

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Ensure appropriate care and use of assets and equipment.

## **Accountability and Extent of Authority**

**Budget:** Nil

### **Staff responsibility:**

- The position is responsible for assisting other staff members with departmental work load in the Building Services Unit and Enforcement Unit as directed, and will / may need to coordinate the work of contractors and or junior staff members who undertake building enforcement from time to time.
- The position is responsible for self-managing the Building enforcement files workload.

## **Judgement and Decision Making**

### *Decision Making:*

- Responsibilities are clearly defined with established procedures being well understood or documented.
- From time to time there may be a requirement to develop, change or adapt the way work is organised and performed. The tasks and activities undertaken may involve the selection or application of a variety of techniques, methods or processes to achieve services, department goals and specifications.
- The incumbent under the direction of the MBS/DMBS/SBCO will have the authority to check plans & decide whether building plans and documentation comply with the Building Act and Building Regulations, Building Code of Australia other relevant Acts, draft Building Notices and Building Orders and give relevant advice to stakeholders. Decisions and actions are subject to review by senior employees.

- The position will make decisions on any necessary information or actions required to ensure that buildings and building works comply with regulatory and statutory requirements. Duties will be carried out under the scope and direction of the MBS/DMBS/SBCO.

## Specialist Knowledge and Skills

### Certificates/Licences and Experience:

- Registration as a Building Inspector Limited, (with a minimum of two years of experience in a similar role working with the Building Regulations 2018 and the Building Act 1993
- A valid Victorian driver's licence.

### Other attributes (Desirable)

- Knowledge of Infor's 'Pathway' local government software package/s and record management database HPRM/CM.
- Ability to carry, erect and climb a 2.1 to 3.6 meter high ladder.
- The position includes inherent physical requirements, Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- A successful National Police check.
- The position may be required to attend out of hours meeting and seminars.
- The position may be required to work from different locations within the municipality and in a motor vehicle.

## Qualifications and Experience

### *Qualifications/Certificates/Licences and Experience*

- Tertiary qualifications – Diploma / Advanced Diploma / Degree in building surveying and eligibility for membership to an appropriate professional body.
- Registration with the Building Practitioner's Board (BPB) in the category of Building Surveyor – Limited and/or Building Inspector Limited or Unlimited.
- Construction Induction Training – White Card as authorised by Work Safe Victoria ( desirable)
- Knowledge of appropriate Government policies, legislation and practices.
- A valid Victorian driver's licence.

### *Other technical skills*

- Sound knowledge of Local Government practice and building regulations/legislations and industry practices including interpretation and implementation of building legislation.
- Extensive knowledge of building surveying and inspection with an emphasis on building control and compliance in an urban environment.
- Ability to inspect, identify, describe and detail any identified non compliances with building legislation.

- Extensive knowledge of Occupational Health and Safety policies and practices.
- A professional and efficient approach to ratepayers and client's needs on building control matters.
- Demonstrated ability to promote the range of services offered by the Building Services Unit.

## Interpersonal Skills

- Strong influential and negotiation skills, including the ability to tailor approaches to different stakeholders.
- Ability to liaise with counterparts within the industry and staff to exchange views and resolve problems.
- Ability to gain cooperation and assistance from other staff, customers and clients to discuss, negotiate and resolve problems (conflict and resolution) on specialist building matters.
- Proven ability to clarify issues and seek options to resolve problems in a professional manner.
- Excellent written communication skills to enable the writing of complex reports.
- Ability to interpret, apply and clearly explain decisions to both the public and other council staff

### Key Relationships:

- The position will liaise with other Council staff and departments, residents, customers and applicants.
- The position is required to maintain professional relationships with consultants, architects, engineers, developers, building practitioners, government and local authorities, the MFB, Work Safe, Victorian Building Authority and community groups and any other relevant stakeholders.

### *Interpersonal*

- Strong influential and negotiation skills, including the ability to tailor approaches to different stakeholders.
- Ability to liaise with counterparts within the industry and staff to exchange views and resolve problems.
- Ability to gain cooperation and assistance from other staff, customers and clients to discuss, negotiate and resolve problems on specialist building matters.
- Proven ability to clarify issues and seek options to resolve problems in a professional manner.
- Excellent written communication skills to enable the writing of complex reports.
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## Management Skills

### *Leadership/management:*

- Proven ability to work unsupervised in a complex and competitive environment.
- Ability to work within a team environment, both within and external to the department and Council.
- Demonstrated commitment to the development and empowerment of staff and ability to motivate staff.
- Proven ability to supervise a variety of complex tasks concurrently.

- Attention to detail and accuracy.
- Demonstrated knowledge of and commitment to the principles of Equal Opportunity.
- Ability to manage various and numerous competing work priorities (multiple tasks and jobs which are running concurrently)

### Key Selection Criteria

- Registration with the Building Practitioner's Board (BPB) in the category of Building Surveyor – Limited and/or Building Inspector Limited or Unlimited
- Knowledge of Local Government practice and building regulations, building surveying with an emphasis on enforcement processes and procedures, building permits, reports and consents, hoardings in an urban environment.
- Ability to inspect, identify, describe and detail any identified non compliances with building legislation and be responsible for self-managing the Building enforcement files workload.
- Highly developed interpersonal skills, incorporating verbal and written communication, negotiation, facilitation and problem solving skills.
- A professional and efficient approach to ratepayers and client's needs on building control matters.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms			
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.			
<b>Standing</b> Tasks involve standing in an upright position			
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height			
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another			
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body			



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.			
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence			

**Any other relevant comments:**