

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	Building Inspector (#88)
EMPLOYMENT STATUS:	Part time, Ongoing (0.8 FTE)
CLASSIFICATION:	Band 6
FULL TIME STARTING SALARY:	\$88,418 (Pro rata) plus superannuation
UNIT:	Safe Environments

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Safe Environment unit's purpose is to protect and promote the health and safety of the community and the environment by monitoring risks, evaluating the systems associated with those risks, determining and implementing appropriate interventions, and evaluating the impact of the interventions. Services delivered by the unit include Local Laws, Parking Services, Animal Services and Building Services.

POSITION OBJECTIVE

- Contribute to the operation, development and achievements of the Safe Environments unit through the delivery of effective and efficient building regulatory compliance and permit assessment service to the Bendigo community.
- Assist and support the Municipal Building Surveyor and the Coordinator Building Services to ensure compliance with the City's statutory responsibilities for the administration of the Building Act and the Building Regulations within the City of Greater Bendigo.

KEY RESPONSIBILITIES AND DUTIES

- Build public confidence in the building permit process and support the integration of the planning and building approvals process.
- Provide high level and accurate advice regarding appropriate building approval amendments and building control policies.
- Receive building permit applications, survey the submitted plans and documents for compliance with all relevant regulations, codes, acts and standards, and process the applications through to their readiness for the issuing of building permits.
- Undertake site and periodic inspections of buildings and building works and ensure maintenance of accurate records of all such inspections.
- Drafting of Building Notices/Orders for the Municipal Building Surveyor and the Coordinator Building Services.

Our Values & Behaviours



- Provide assistance to the Municipal Building Surveyor and the Coordinator Building Services in the enforcement of compliance for unauthorised works, private swimming pools and maintenance of essential services on buildings.
- Liaise with the public, builders, developers and others involved in the building industry to offer advice and assistance with building related enquiries.
- Undertake mandatory inspections as directed by the Municipal Building Surveyor.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Leadership, project management, building inspections and surveys, attention to detail
Personal attributes:	Communication, teamwork, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Building Services
Supervises:	Nil
Internal Liaisons:	Staff members, Managers and other City employees
External Liaisons:	Service authorities, contractors, general public, customers and external suppliers

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations are required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts, weekends, public holidays and/or evening work.
- Victorian drivers licence.

QUALIFICATIONS

- Degree or Diploma qualification with some relevant experience or substantial relevant experience in building inspection and surveying or similar discipline.

KEY SELECTION CRITERIA

- Sound knowledge of building and construction industry regulations, codes and standards.
- Strong focus and commitment to delivering high quality customer service.
- An effective team member with the ability to work cooperatively and positively in a sensitive and confidential environment.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
- Tertiary qualification and registration, or near registration as a Building Inspector Practitioner.
- Sound knowledge, experience and skill of building control in a local government or similar environment.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Undertake policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Formal input into policy development within the works units area of expertise and/or management.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS & KNOWLEDGE:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- An understanding of the long term goals of the work unit and of the relevant policies of both the unit and the wider organisation.
- Require a familiarity with relevant budgeting techniques.
- Proficient in the use of computer software including Microsoft office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within the City to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.