

Moreland City Council

POSITION DESCRIPTION



POSITION TITLE:	Assistant Building Surveyor
POSITION NO:	2576 & 2594
CLASSIFICATION:	Band 5
AWARD / LWAA:	Moreland City Council Enterprise Agreement
DEPARTMENT:	City Futures
BRANCH:	City Development
WORK UNIT:	Building Services
REPORTS TO:	Unit Manager Building Services
SUPERVISES:	Nil
PREPARED BY:	Unit Manager Building Services
APPROVED BY:	Group Manager City Development

Moreland's Values are mine!



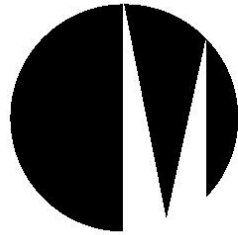
As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.

DATE CREATED: 5 April 2021

DATE MODIFIED:






DATE APPROVED: 6 April 2021

DATE PRINTED:



1. POSITION OBJECTIVES:

- Assist Council's Building Services Unit implement Council's statutory functions, building permit programs and compliance programs, to ensure that buildings and building activity within the Municipality are compliant with the relevant Acts, Regulations, Codes, and Council Local Laws.
- As a member of a professional team, provide a responsive service to citizens and clients that uphold the requirements of Council's Building Services Unit objectives, policies and procedures.
- To provide a high level of customer service to all parties (internal and external) on all matters involving the Building Services Unit.

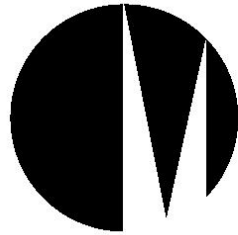
Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

DATE CREATED: 5 April 2021

DATE MODIFIED:

DATE APPROVED: 6 April 2021

DATE PRINTED:



2. KEY RESPONSIBILITY AREAS:

Participate in Programs

- Perform functions required of Council's Building Services Unit in accordance with Council policies and procedures.

Building Enforcement

- Assist Senior Building Surveyors in all things in association with Part 8 of the Building Act, i.e. enforcement of safety and building standards.
- Assist in the investigation, inspection, reporting, and preparation of notices and orders in accordance with building legislation and Council policy and procedures.

Building Permits

- To assist with the assessment of building permit applications in accordance with Council policies and procedures and ensure compliance with the Building Act, Building Regulations and Building Codes.
- Where qualified as a building inspector, carry out inspections in association with building permits from time to time as directed by the Unit Manager.

Council Report and & Consent

- To assist with the assessment of applications for Council report and consent under the building legislation, in particular the Siting requirements under Part 5 of the building regulations in accordance with Council policies and procedures.
- Assist in the assessment by checking application documentation, carrying out inspections, reporting on, and presenting decision recommendation, all in accordance with Building Services procedures and building legislation requirements.

Customer Service

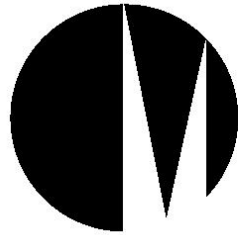
- Provide a timely, accurate and courteous service to all customers of the Building Services Unit.
- Ensure that a favourable public image is maintained at all times
- Respond positively and punctually within specified timelines (as per Building Services procedures and Council policies) to customer enquiries and requests.

DATE CREATED: 5 April 2021

DATE MODIFIED:

DATE APPROVED: 6 April 2021

DATE PRINTED:



Administrative Functions

- Contribute to policy and process development applicable to the operation of the Team.
- Assist in the preparation of 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 on matters associated with the Building Services Unit in a courteous, responsive and efficient manner and in accordance with Council policies and procedures.
- Accurately register service requests processed for the purposes of the investigation of alleged breaches of the Building Act and Regulations and manage Council files in accordance with Council policies and procedures.
- Assess service requests and monitor investigation 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.

Continuous Improvement

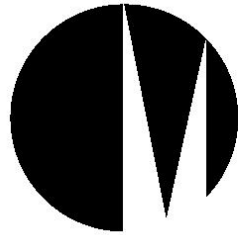
- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

Occupational Health & Safety

- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.

Environmental Sustainability

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.



Moreland City Council

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Records Management

- 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.

3. ORGANISATIONAL RELATIONSHIP:

Reports to: Unit Manager Building Services.

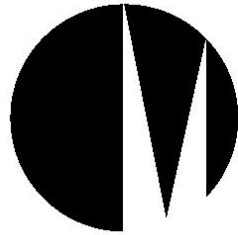
Supervises: Nil

Internal Liaison: All Council Departments

External Liaison: Fire Safety Victoria
Melbourne Water
Victorian Work Cover Authority
Building Appeals Board
Victorian Building Authority
Bureau of Statistics
Registered Building Practitioners
Architects
Solicitors
Other councils
Ratepayers
Clients
Professional liaison groups (AIBS, VMBSG and others)

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 5 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5)

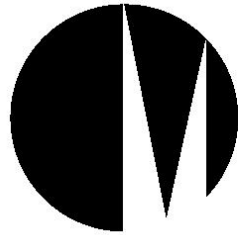


4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The position is accountable for the provision of specialist building regulatory advice to the general public and Council clients, and assisting the Senior Building Surveyor(s) in processing of applications and the performance of regulatory investigative and compliance functions in accordance with legislation and Council policies and procedures. The freedom to act is subject to regular supervision, statutory requirements and Council policies and procedures.
- The authority and accountability given within the position are those generally ascribed to relevant building surveyor functions as detailed in the Building Act and the Building Regulations, limited by review and signatory authority of the Unit Manager or delegate.
- The effect of decisions and actions taken on individual clients may be significant but decisions and actions are subject to review by the Unit Manager or delegate.
- The position is expected to provide input into team policy and procedure development.
- The position is accountable for the assessment of the Consent and Report applications and in seeking cooperation and support from others within the team in the effective management of Council's Consent and Report case load.

5. JUDGEMENT AND DECISION MAKING:

- The objectives of the position are well defined in building legislation, Ministerial Guidelines and Practice Notes. The work is defined by methods and techniques, outlined in Council policies and procedures based on local government building surveying practice. The work in this position may involve improving or developing current work methods.
- Problems encountered by the position may involve applying specialised methods and techniques, required of a qualified building professional to new or complex situations.
- Guidance and advice are 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 Unit Manager or delegate

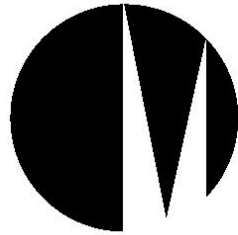


6. SPECIALIST KNOWLEDGE AND SKILLS:

- Ability to assist the Senior Building Surveyor and the capacity to otherwise work with limited supervision 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.
- Knowledge of construction techniques for all classes of buildings and types of construction, including domestic, residential, industrial, commercial and multi-storey.
- 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 to gain compliance.
- An understanding of investigatory methods and enforcement tools available under the Building Act and Regulations.
- 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.

7. 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 team members to 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.

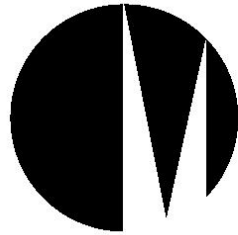


8. INTERPERSONAL SKILLS:

- Ability to effectively communicate with builders, owners, ratepayers and clients to demonstrate Building Act and Council requirements in respect to building related matters and gain co-operation and assistance, as the case requires.
- Ability to work co-operatively with other Council employees and across departmental teams.
- Ability to network with Building Surveyors within the local government and building industry more broadly.
- Ability to seek cooperation between parties involved in disputes over building matters.
- Ability to prepare correspondence and reports.

9. QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification or the equivalent in Building Surveying.
- Experience in addressing matters for Council report and consent under Part 5 – Sitting of the building regulations.
- Registration as a building inspector will be highly regarded.
- Experience in the processing of building permits and or experience with building enforcement will be highly regarded.
- 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.
- Knowledge of Local Government and Private Building Surveying practice.
- Knowledge of construction techniques for all classes of buildings and types of construction.
- A sound knowledge of computer and word processing skills.
- A current driver's licence is required.



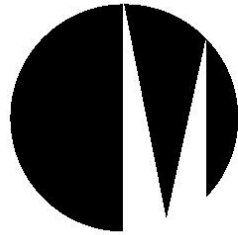
10. PHYSICAL REQUIREMENTS OF THE POSITION

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/slippy 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) _____	()	()	()	()

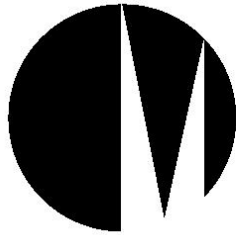
Other special features (e.g. nature of chemicals, travelling requirements, etc.):



Moreland City Council

11. KEY SELECTION CRITERIA

- A tertiary qualification or the equivalent in Building Surveying and a capacity and desire to gain registration as a Registered Building Practitioner.
- Ability to understand and interpret plans, specifications and other documentation for the purposes of assessing building applications or assessing / investigating building work to ensure compliance in accordance with the Building documentation, Building Act, Building Regulations and Building Codes.
- A good understanding of construction techniques for all classes of buildings and the ability to investigate and determine the levels of building compliance
- Ability to effectively communicate in line with Council's Values and customer service standards to gain co-operation with builders, owners, ratepayers and clients to achieve compliance
- 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.
- A current Victorian driver's licence is required.



Moreland City Council

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.