

Position Description

Position Title	Cadet Building Surveyor
Position No	8100
Directorate	Planning and Environment
Department	Safer Communities
Unit	MBS – Building Services
Classification	Band 4
Reports to	Municipal Building Surveyor (Coordinator Building Services)
Supervises	N/A
Reviewed by People and Wellbeing	March 2024

Our Shire

Located on the Country of the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples, the Macedon Ranges region is renowned for its landscapes and native forests, providing a unique regional identity. Macedon Ranges Shire Council embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all.

Position Objective

Support the Building Services Unit in protecting the health, safety and amenity of building occupants and the public within the Macedon Ranges Shire Council and ensure compliance with building legislation.

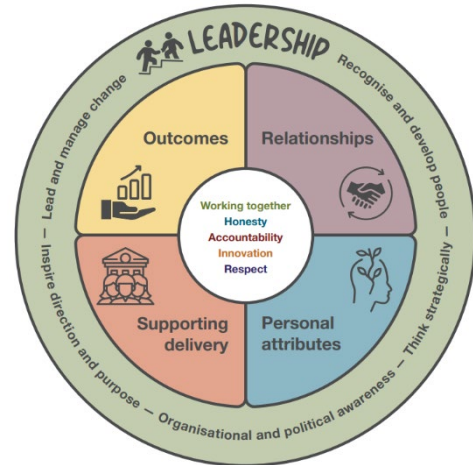
Key Responsibilities

- Respond to building enquiries and providing accurate and timely building advice.
- Administer the swimming pool and spa register under instruction.
- Provide technical support and assistance to the Building Technical Officer.
- Support the Building Administration Officer to ensure smooth operation of the Unit.
- Ensure accurate and timely preparation of documentation and record keeping.
- Keep up to date with building legislation and regulations relevant to the requirements of the position.

- Assist with report and consent applications, requests for legal point of discharge, Section 29A applications and all other regulatory tasks as required.
- Assist in undertaking accompanied inspections to ensure compliance with building permit documentation, Building Act, Building Regulations, National Construction Code and other relevant legislation, codes and standards.
- Ability to perform other duties related to the position as required in accordance with the multi-skilling provisions as per the Macedon Ranges Shire Council Enterprise Agreement.

Capabilities

The Macedon Ranges Shire Council Capability Framework describes the key behaviours that guide the way that we work. Rooted in our organisational values, the framework helps our people develop and excel in their roles, by providing a roadmap for performance and growth, and a shared sense of purpose.



Additional Information

- Appointment is subject to the successful completion of a National Police Check.
- All staff are required to actively contribute to creating and maintaining a safe workplace in accordance with Council's OH&S, Risk, Privacy and Child Safety policies as well as all related legislation and Acts.

Success Criteria

1. Awareness and basic understanding of building legislation, codes, standards and procedures.
2. Ability to read and interpret building plans, drawings, specifications and technical literature relating to the construction, alteration and demolition of buildings.
3. Highly developed customer service skills and focus.
4. Strong written and verbal communication skills to build relationships with a diverse range of stakeholders.

Accountability and Extent of Authority

- Operate under specific guidelines but scope to exercise some discretion.
- Freedom to plan work at least a week in advance.
- Ability to supervise resources.
- Effect of actions taken is usually limited to a local group, function, job or client.

Judgement and Decision Making

- Work objectives are well defined, with the particular method, process or equipment to be used selected from a range of available alternatives.
- Guidance and advice is always available within time to make a choice.

Specialist Knowledge and Skills

- An understanding of the relevant technology, procedures and processes used within the team.
- Proficiency in standard procedures, practices, Acts, Regulations and understanding of precedents.
- Understanding of organisational context including relevant policies, regulations, precedents, unit goals and wider organisational goals.

Management Skills

- Skills in managing time, planning and organising own work.
- Basic knowledge of personnel practices.
- Ability to provide on-the-job training where required.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities.
- Demonstrated skills in preparation of routine correspondence and reports.

Qualifications and Experience

- Beyond secondary education, typically post trade certificate or post-secondary qualification below a degree or diploma or knowledge and skills through on-the-job training or currently studying in a Building Surveying course or equivalent.