

POSITION DESCRIPTION

Position Title	Building Inspector/Qualified Builder
Position No.	631
Position Status	Temporary Full-time (9 months)
Business Unit	Municipal Services
Division	Development
Classification	Band 5
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	December 2017
Approved By	General Manager Development

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Building Inspector supports the efficient administration and effective delivery of the regulatory functions as defined in the Building Act 1993 and the Council Plan. The Building Inspector assists in the provision of a professional and approachable customer focused advisory service.

ORGANISATIONAL RELATIONSHIPS

Reports to	Municipal Building Surveyor
Supervises	NIL
Internal Liaisons	All Council staff
External Liaisons	Building construction professionals, property owners, the community, Victorian Building Authority and other professionals

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Responsible for carrying out building audits and inspections under the provisions of the relevant Acts and Regulations.

Judgement and Decision Making

- Ability to provide appropriate on-site directions during building audits, inspections and investigations.
- Provide advice to builders, general public and staff in relation to building matters.

Specialist Knowledge and Skills

- A high level understanding of Acts, Regulations and Codes in relation to Building.
- Highly developed skills in writing analytical reports.
- Good knowledge of IT systems.

Management Skills

- Ability to self-manage own work schedule, and set priorities.
- Ability to implement safe work practices on the job site.
- Capability to make, record accurate observations at audit and inspection visits.

Interpersonal Skills

- Well-developed written skills.
- Ability to interact with general public and develop effective working relationships.

Qualifications and Experience

- Qualifications in Building Inspecting or Building preferred.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current driver's licence.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the WSC records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Assist the Municipal Building Surveyor with all duties relating to the *Building Act 1993* and Regulations legislation in accordance with CPIs.
- Assist with maintaining and updating building files and databases within legislation and council policy guidelines.
- Carry out inspections as directed by the Municipal Building Surveyor in line with legislative compliance and in accordance with CPIs.
- Undertake swimming pool inspections to ensure compliance with regulations as required under relevant legislation.
- Ensure Council report and consent applications are assessed and responded to as required under relevant legislation and in accordance with CPIs.
- Prepare building notices, orders, and reports in accordance with legislation and CPIs for the Municipal Building Surveyor.