

# POSITION DESCRIPTION



<b>Title:</b>	<b>Building Surveyor Limited</b>
<b>Position Number:</b>	<b>DR061</b>
<b>Classification:</b>	<b>Band 7</b>
<b>Directorate:</b>	<b>Sustainable Development</b>
<b>Department:</b>	<b>Building and Planning</b>
<b>Award:</b>	<b>Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001</b>
<b>Incumbent:</b>	<b>Vacant</b>

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Municipal Building Surveyor
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>▪ Nil</li></ul>
<b>Primary Internal Relationships:</b>	<ul style="list-style-type: none"><li>▪ Chief Executive Officer</li><li>▪ Responsible Managers</li><li>▪ Sustainable Development Staff</li><li>▪ Councillors</li><li>▪ Building and Planning Department</li><li>▪ All Staff</li></ul>
<b>Primary External Relationships:</b>	<ul style="list-style-type: none"><li>▪ Residents, ratepayers and the general public</li><li>▪ Customers, Builders and clients</li><li>▪ Community including special interest groups</li><li>▪ Peers from other municipalities</li><li>▪ Industry professional associations</li><li>▪ Goulburn Valley Water</li><li>▪ Catchment Management Authority</li><li>▪ Country Fire Authority</li><li>▪ Victorian Building Authority</li><li>▪ Building Appeals Board</li></ul>

## POSITION OBJECTIVES

Provide quality Building Permit and administrative services to the Building Services Branch in accordance with Council's Corporate Plan, Building Act 1993, Building Regulations 2018, Building Code of Australia, relevant Australian Standards and relevant Codes of Practice.

Support the Municipal Building Surveyor to fulfil Council's statutory obligations to ensure the delivery of a professional reliable service for Building Permits of limited building types while providing quality customer service at all times.

Work closely with the Building and Planning Support and Compliance Team to provide effective administration and enforcement of the Building Act and Regulations and relevant local laws.

## KEY SELECTION CRITERIA

- Current registration with the Victorian Building Authority in the category of Building Surveyor Limited.
- Extensive knowledge of the Building Act, Regulations and relevant Australian standards and the services delivered by Local Government, with the ability to effectively and efficiently process building permit applications and associated correspondence in regards to limited building types.
- High level communication and interpersonal skills and ability to provide quality advice and customer service to relevant internal and external stakeholders.
- Extensive time management skills including prioritising and organising workload.
- Extensive knowledge of building practices, construction material, equipment and techniques and ability to interpret detailed construction plans.

## KEY RESPONSIBILITY AREAS

- Undertake building inspections of limited building types to ensure compliance with the Building Act, Building Regulations, Building Code of Australia and relevant Australian Standards.
- Undertake inspections of Essential Safety Measures in existing buildings, swimming pool safety barriers and illegal building works.
- Examine and process building applications for limited building types including plans, specifications and other related documents to ensure compliance with the Building Regulations and relevant codes.
- Represent Council at Appeals and other building forum meetings and public consultation as required.
- Develop and maintain a positive image of Council, ensuring the provision of all services has a focus on customer service and industry best practice.
- Provide timely and accurate advice to internal and external stakeholders on Council policies, the Building Regulations and relevant legislation relating to limited building types.
- Attend to enquiries on building and associated matters promptly and efficiently either in person, on site, by telephone or other electronic means.
- Maintain appropriate records for all building activities and prepare relevant correspondence and reports as required by the Municipal Building Surveyor and Building Coordinator.
- In conjunction with the Building and Planning Support and Compliance Team, assist with the preparation Building Notices, Orders and follow through with enforcement procedures pursuant to the Building Act and Regulations within the allocated time frames.
- Maintain current and up to date knowledge and understanding of all Acts, Regulations, reference documents, standards, Council policies and Codes of Practice.
- Assist in the development, review and implementation of relevant departmental policies and procedures.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

### **This position is accountable for:**

- Ensuring the timely and appropriate processing of all building permit applications and associated correspondence for limited building types within the Building Services branch.
- Providing advice on all building matters to members of the public and other relevant persons/authorities.
- The achievement of agreed, specific performance objectives for the position.
- Effectively implementing relevant work programs.
- The adoption and implementation of safe working practices and procedures.
- Adhering to relevant Council policies and procedures.
- Conducting thorough and proper administration of the Building Act, Regulations and Council policies. Ensuring that all development works comply with the standard and policies of the Council from time to time, in regards to building and flooding

### **This position has the authority to:**

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

### **Judgement and Decision Making**

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards
- Identify and develop policy options for consideration of and/or selection by the Manager Building and Planning and Municipal Building Surveyor.

- Ability to make recommendations to the Manager Building and Planning, Municipal Building Surveyor and Building Surveyor Unlimited on long-term Building Services strategies and improvements to Council's systems processes/procedures.
- Ability to identify innovative and practical solutions to problems arising from the processing of building applications and enforcement notices.

#### **Multiskilling and additional duties**

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## **SKILLS AND KNOWLEDGE**

### **Specialist Skills and Knowledge**

- Extensive Knowledge of the Building Act, Regulations, Codes of Practice and Relevant Australian Standards.
- Extensive knowledge of building methodology, building practices, construction material, equipment and techniques and ability to interpret detailed construction plans.
- Extensive knowledge of the services delivered by Local Government.
- Excellent research capabilities.
- General understanding of costing methodologies and systems.
- Sound computer skills and experience in relevant computer software packages including Microsoft Office suite, computerised database management and electronic assessment systems.

### **Management Skills**

- High level skills in managing time, setting priorities and planning and organising own work so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timetable despite conflicting pressures.
- The ability to work with minimal supervision and to show initiative and effectiveness.
- Ability to adapt to rapid change within local government and the construction industry.

### **Interpersonal Skills**

- High level of interpersonal and communication skills with the ability to gain cooperation and assistance from others, including members of the public and other employees in the administration of broadly defined activities.
- An ability to liaise with counterparts in other organisations to discuss and resolve building related problems and with other employees within own organisation to resolve intra-organisational problems.
- Ability to represent Council at appeals, other building forum meetings and public consultation.
- A proven commitment to customer service principles and a demonstrated ability to provide a professional service to a diverse range of clients is required.

## **QUALIFICATIONS AND EXPERIENCE**

- Extensive professional experience in building surveying with prior experience in Local Government or a similar organisation.
- A commitment to on-going personal and professional development.
- Proven ability and commitment to working as a member of a team.

## OTHER INFORMATION

### Other information

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Registration with the Victorian Building Authority in the category of Building Surveyor Limited.
- Victorian driver's licence.

## LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

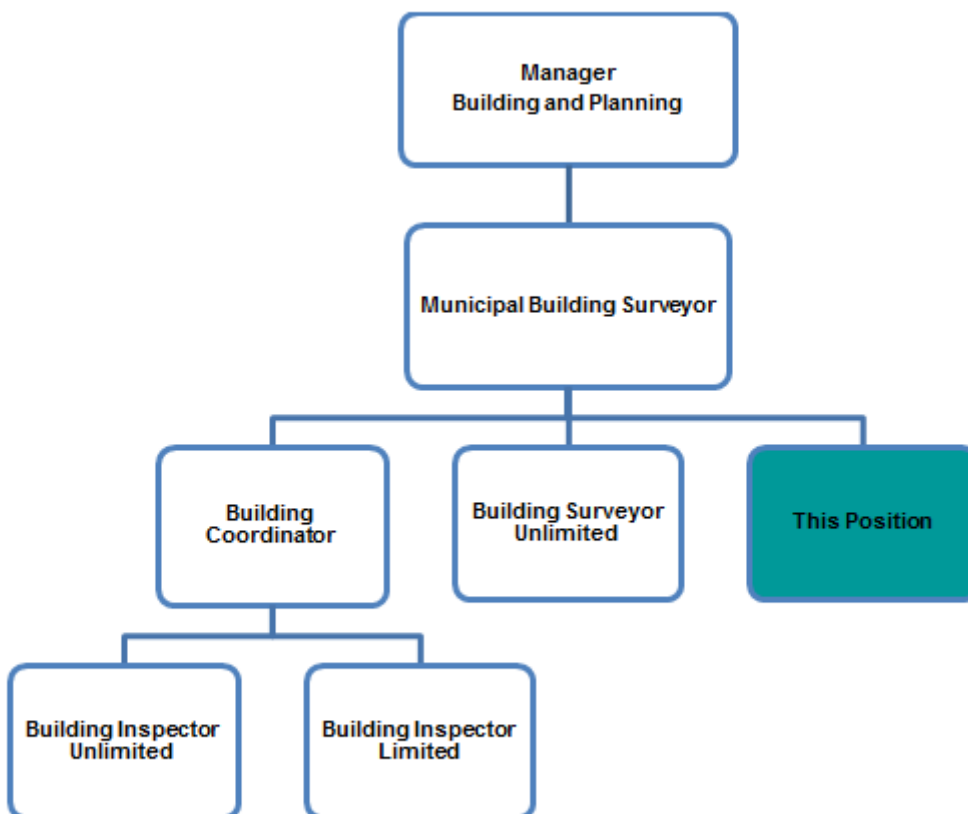
- Local Government Act 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview

The Building and Planning Department provides the strategic planning, statutory planning, building surveying and inspection and building and planning support and compliance functions of Council including: advocating on strategic transport and land use planning issues; coordinating land acquisition processes; administering and determining planning permit applications; assessing and processing planning and subdivision applications; investigating building and planning breaches and applying relevant enforcement measures; assessing and approving building applications; and undertaking building inspections to ensure compliance with Council's policies, procedures and relevant building codes.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,  
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take  
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously  
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working  
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually  
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the  
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirements for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

## INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

<b>Never (N)</b>	Does not occur
<b>Rarely (R)</b>	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
<b>Occasionally (O)</b>	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
<b>Frequently (F)</b>	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
<b>Constantly (C)</b>	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
<b>Work Environment</b>					
Indoors				X	
Outdoors				X	
Slippery Surfaces		X			
Uneven ground/Sloped areas			X		
Work in isolation			X		
Work in confined spaces		X			
Work at heights		X			
Work in dusty/fumes/foul smells		X			
Exposure to loud noises requiring hearing protection		X			
Exposure to personal waste	X				
<b>Body Posture</b>					
Standing				X	
Sitting				X	
Squatting/Crouching		X			
Kneeling		X			
Twisting		X			
Bending		X			
<b>Manual Handling</b>					
Reaching or working overhead (above shoulder)		X			
Reaching forward		X			
Gripping/fine motor movement			X		
Pushing/restraining		X			
Driving a vehicle				X	
Lifting floor to waist		X			
Lifting waist to overhead		X			
Lifting from a truck/trailer	X				
Lifting 0 - <5kg	X				
Lifting 5 - <10kg	X				
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads		X			
Climb steps/stairs/ladder			X		
Exposure to vibration		X			
<b>Psychosocial</b>					
Give direction to others			X		
Dealing with aggressive customers			X		
Dealing with upset? customers			X		
Supporting dependent persons		X			

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	N	R	O	F	C
<b>Cognitive</b>					
Written communication				X	
Verbal communication				X	
Comply with legislation					X
Problem solve				X	
Reason/make sense of things				X	
Make critical decisions				X	
Ensure accuracy/details					X
Remember names/details					X
Show creativity		X			
Examine/observe others			X		
Work quickly				X	
Concentrate amid distractions				X	

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_