

# POSITION DESCRIPTION



<b>TITLE</b>	<b>Cadet Building Surveyor</b>
<b>DIRECTORATE</b>	Community Planning & Economic Development
<b>SERVICE UNIT</b>	Statutory Planning & Building Services
<b>POSITION NUMBER</b>	PL27
<b>AWARD CLASSIFICATION</b>	Band 5 of the Victorian Local Government Award 2001, as amended by the Moorabool Enterprise Agreement No 8, 2017
<b>APPROVED BY</b>	Manager Statutory Planning & Building Services
<b>DATE OF CREATION</b>	May 2020

## PART A - COUNCIL AND COMMUNITY INFORMATION

### OUR VISION

Vibrant and resilient communities with unique identities.

### OUR PURPOSE

1. The Moorabool Shire Council exists to co-design local solutions that enable the Moorabool communities to prosper now and into the future. We do this by:
  - Providing good governance and leadership
  - Minimising environmental impact
  - Stimulating economic development
  - Improving social outcomes
2. The Council exists to be in service to the communities of the Moorabool Shire.
3. The Council is accountable to the community and has legislative responsibilities

### OUR VALUES

<b>Integrity</b>	I say what I mean and always do what's right.
<b>Creativity</b>	I consider situations from multiple angles and perspectives.
<b>Accountability</b>	I have courage to make decisions and take ownership for their outcomes.
<b>Respect</b>	I seek to understand and treat people how I would like to be treated.
<b>Excellence</b>	I take calculated risks to seek out better ways of doing things.

*By living these values Council is able to build strong relationships internally, with the community and with partners.*

*These values translate to the acronym **I CARE***

### **Moorabool Shire Council is committed to**

- Being a family friendly, equal opportunity employer
- Promoting the safety, wellbeing and inclusion of all children under the age of 18
- Supporting the Human Rights Charter
- The Business Excellence Framework which is a structured approach to assess and develop our leadership and management performance incorporating a focus on continuous improvement, self-assessment and systems views.

## OUR COMMUNITY

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active growing community. The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds

A stunning Shire spanning more than 2,110 square kilometres, Moorabool consists of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forest and national parks. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

The district was settled by Europeans from 1836 and the character of our towns and surrounding areas reflect this era. Gold was discovered in the region and a timber industry quickly developed. The availability of water attracted many people and resulted in pastoral and agricultural development including pioneers such as Sir William Henry Bacchus, who in 1838 settled on the fertile soil of what is now the township of Bacchus Marsh.

We acknowledge the Indigenous history of Moorabool Shire. The land was traditionally occupied by, and connected to, a number of Aboriginal communities, most notably the Wathaurung Tribe in the south and west, the Djadja Wurrung Tribe in the northern ranges and the Wurundjeri Tribe in the east. In February 2015, the Council formally adopted a Statement of Commitment to Indigenous People.

## PART B - POSITION OVERVIEW

### POSITION OBJECTIVES

- Assist the Building Services Unit in administering Council's responsibilities for the administration and enforcement of the Building Act and Building Regulations within the Moorabool Shire municipal district
- Develop the necessary skills, knowledge and experience to become a Building Surveyor or Inspector
- Carry out inspections and prepare reports for the Municipal Building Surveyor applicable to Applications for Council Consent and Report
- Assist in providing effective building control services with a focus on improved building control, safety and general amenity within our Municipality
- Contribute to the success of the Building Services Unit through active teamwork and effective performance of the responsibilities and duties of the position

### ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO</b>	Building Inspector
<b>SUPERVISES</b>	Nil
<b>INTERNAL RELATIONSHIPS</b>	Building and Planning staff, Finance Staff, others as needed
<b>EXTERNAL RELATIONSHIPS</b>	Applicants, builders, developers, other Councils, residents and ratepayers

## **KEY RESPONSIBILITY AREAS**

- Assess, inspect, follow up and prepare reports for Council Report & Consent Applications
- Assist in the inspection of buildings and building works in relation to complaints, essential safety measures audits and swimming pools and assist in preparing documentation and maintaining accurate and complete records in relation to the same
- Assist with maintaining Swimming Pool and Spa register and implementation of processes to achieve objectives of the Building Regulations
- Provide advice and liaise with relevant stakeholders including ratepayers, builders, occupiers and other council departments via telephone, email and in person with building-related enquiries
- Contribute to the development of enforcement guidelines, policies and electronic procedures
- Provide a positive personal contribution to the successful operation of Building Services Unit
- Prepare draft reports, infringements, building notices and correspondence as required
- Respond to counter and telephone enquiries and answer any queries relating to the duties of the position and regulatory matters
- Assist in the provision of administrative support in relation to the activities of the Building Services unit
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time

### **Risk Management**

Council, Management, employees, work experience students, volunteers and contractors all have joint responsibility of making risk management a priority as they undertake tasks in delivering Council's services and achieving Council's objectives.

Specific responsibilities include, but are not limited to:

- Comply and follow Risk Management policy and procedure.
- Obey all reasonable and lawful instructions and directions in relation to risk management.
- Report all hazards, accidents, incidents and 'near misses' to their supervisor.
- Do not knowingly put themselves or other persons in danger due to their actions.
- Observe safety rules, Emergency Plan and formal evacuation procedures.
- Comply with Council Emergency Plan requirements.
- Actively participate in formal and informal discussions and training related to risk management.
- Complete Incident Reports and assist in investigations of incidents and accidents

### **Occupational Health & Safety**

All Councillors, employees, consultants, volunteers, work experience students and contractors are to work within the constraints by the provisions of the Occupational Health Safety Act 2004 and the Occupational Health and Safety Regulations 2007 and any other applicable legislation relevant to their duties or tasks. Further they will also work under the conditions set out in any relevant Moorabool Shire Policy of Procedure to ensure safety.

Specific responsibilities include, but are not limited to:

- Actively participate in on the job training as required.
- Share a responsibility for OHS, both for themselves and for others working with them.
- Report immediately any injury or near miss encountered during the duties or undertaking Council activities.
- Immediately take appropriate action to remove (if appropriate) or control any hazard observed.
- Use appropriate personal protective equipment provided by the Council.

## **Emergency Management**

Emergency management is a core business for council and as such staff may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. All employees may be required to contribute to emergency management planning and activities as they arise as well as undertake relevant training. In an emergency you may be directed by your manager to participate in duties not normally assigned to you.

## **Adherence to Moorabool Shire Council's Policies and Code of Conduct**

- Acceptance of Gifts and Hospitality
- Information Privacy
- Policy Against Racial Discrimination
- Equal Employment Opportunity
- Counselling and Disciplinary Action
- Protected Disclosure Act 2012

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Work under supervision of the Municipal Building Surveyor and Building Inspector to help provide the services required of Council under the Building Act and Building Regulations
- Responsible for providing accurate advice in relation to technical building queries by phone or at counter
- Provide an efficient and helpful service to the public in relation to building matters
- Authorised by Council to act on its behalf in administering the Building Act, Building Regulations 2018, Planning Act Local Government Act and issuing any directions as may be required to ensure the above regulations are complied with
- Work under general guidelines of Statutory Planning & Building Services and Council policies

## **JUDGEMENT AND DECISION MAKING**

- Judgement is required interpreting building regulations to ensure that objectives or various regulations are complied with
- Analytical and independent judgement is required

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Ability to read and interpret architectural/engineering drawings
- Proficient knowledge of the Building Act, Building Regulations, National Construction Code and Australian Standards
- Working knowledge of various types of building structures
- Proficiency in the application of relevant technology necessary to undertake role requirements

## **MANAGEMENT SKILLS**

- Demonstrated ability to effectively plan and organise workloads and prioritise tasks to meet tight deadlines
- Ability to work in a team environment dealing with multiple demands and recognising the need to seek advice and assistance from others when required

## **INTERPERSONAL SKILLS**

- Well development interpersonal and communication skills to communicate effectively including dealing with members of the community in a tactful and personal manner and maintaining composure in difficult interpersonal situations

- Well-developed report writing skills demonstrating high attention to detail
- Well-developed skills in managing and resolving conflict situations
- Provide a professional and positive image at all times when dealing with the public
- Ability to gain cooperation from both internal and external stakeholders
- A demonstrated ability to work in a team environment and actively participate as a team member of the Building Services Unit to achieve team and corporate objectives

## KEY SELECTION CRITERIA

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of the Building Act 1993, Building Regulations 2018, National Construction Code of Australia and Australian Standards</li> <li>• Completion of tertiary qualification in Building Surveying or currently enrolled in studying towards completion of a tertiary qualification in Building Surveying</li> <li>• Demonstrated ability to effectively plan and organise workloads and prioritise tasks to meet tight deadlines</li> <li>• Demonstrated experience in developing positive relationships with internal and external customers through well-developed interpersonal and problem solving skills</li> <li>• Understanding of building terminology and construction practices</li> <li>• Experience is using various computer software packages including Microsoft Windows and database applications</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Strong focus on developing and delivering high standard customer service in a timely manner.</li> <li>• Highly developed communication skills (written &amp; verbal) with the ability to develop strong working relationships both internally and externally</li> <li>• Experience in providing accurate administrative support within a busy office environment including managing differing and changing priorities</li> <li>• Competent word processing and database skills</li> </ul>
<b>LICENCES &amp; REGISTRATIONS</b>	Victorian Driver's License

### ACCEPTANCE OF THE POSITION - SUCCESSFUL CANDIDATE TO COMPLETE

*I understand, agree to and accept the role as outlined in accordance with this position description.*

NAME (please print)			
SIGNATURE		DATE	

NAME (please print)			
TITLE			
SIGNATURE		DATE	