

POSITION DESCRIPTION

Municipal Building Surveyor/Coordinator Building Services

Position number	PL29	
Directorate	Community Planning & Development	
Service unit	Statutory Planning & Regulatory Services	
Hours	76 hrs per fortnight (1.0 FTE)	
Organisational relationships	Reports to	Manager Statutory Planning & Regulatory Services
	Directly supervises	Building Inspectors Assistant Building Inspectors Building Technical Officer Cadet Building Surveyor
	Internal relationships	All Staff
	External relationships	MSC residents, ratepayers, businesses, community groups, consultants, developers, other Councils, government departments, legal advisors, regional building, development organisations, and professional associations.
Probation period	6 months	
Approved by (position title)	Executive Manager, Community Planning & Development	
Date	November 2025	
Position purpose	The Municipal Building Surveyor/Coordinator Building Services, you will oversee and manage the operations of the Building Services team for Moorabool Shire Council, ensuring compliance with the Victorian Building Legislation and efficiently administer the provisions of the Building Act and Regulations on behalf of Council.	

Key responsibilities and duties

General

- Carry out the statutory role of Municipal Building Surveyor in accordance with the provisions of the *Building Act 1993* at Council.

- Administer and enforce compliance with the relevant Acts and Regulations relating to the construction, demolition, or maintenance of buildings within the municipality.
- Increase public awareness and compliance of Building Regulations and Council's Building Services.
- Provide strategic leadership and planning to ensure that Council's Building Services are provided in accordance with the Council Plan, Business Plan and within budgetary requirements and constraints.
- Lead the Building Services team, fostering an environment of collaboration, learning and growth while upholding the policies and principles of effective people management.
- Drive continuous improvement within the Building Services team that enhances team capability and delivers exceptional results.
- Manage the delivery of services to ensure a consistent, fair, and effective approach to building surveying.

Education

- Educate the community on the legislative standards and the services provided by Council Building Services Unit.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis.
- Participate in ongoing professional development, study, seminars, conferences, and training sessions as approved by the Manager, Statutory Planning and Regulatory Services.

Enforcement

- Perform inspections to check properties comply with the Building Act and other relevant legislation and codes of practices.
- Enforce building standards with a focus on representing the public interest where buildings are deficient structurally and/or do not have the required safety measures.
- Gather evidence, prepare notices, initiate legal procedures of Council.
- Represent Council in public forums, legal proceedings, and Building Appeals Board hearings.

Emergency Management

- Undertake inspections and follow up enforcement orders, notices etc.
- Provide support and advice during emergency events which may include responding outside of business hours.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.

- Promote excellence in customer service and in conjunction with your manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool capabilities define the behaviours, skills and knowledge required by our people across the organisation to achieve our organisational objectives, develop a competent and high performing workforce, and achieve our community's expectations.

Different roles require different levels of proficiency in each of the capabilities, and for each role there will be capabilities that are most relevant.

Always	Required to use this capability daily in role duties	60% or more
Occasionally	May use this capability in their role duties but it is irregular	30% - 60%
Rarely	Use this capability infrequently or not at all in role duties	30% or less

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	•Personal impact •Emotional intelligence •Growth & Resilience •Integrity	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose, and impact	•Effective & Audience Specific •Relationship Management •Negotiation •Influence	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	•Accountability •Decision making •Planning & Prioritisation •Time Management	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	•Collaboration •Diversity & Inclusion •Customers & Community Engagement	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	•Continuous Improvement •Manage ambiguity. •Change Management	Always
Business Performance	Delivers outcomes with commercial and organisational nous	•Financial Management •Risk Management •Data & Analytical Literacy •Technology	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	•Political Nous •Critical Thinking •Problem Solving •Direction & Purpose	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	•Humanistic •Future focused •Coaching & Development •Inspirational	Always

Classification definitions

Accountability and extent of authority	- Accountable for the delivery of a superior standard of Building Services functions at Council. - Accountable for the quality and accuracy of professional advice based on knowledge of building related legislation and policies. - Accountable for ensuring actions taken comply with legislation, regulation, and the Council's policies. - Authorised to act as Municipal Building Surveyor in accordance with the Building Act 1993.
Judgement and decision making	- Solve problems using initiative, experience, legislation, and investigation. - Brief Manager Statutory Planning & Regulatory Services on any matter that could impact on Council's policies. - Identify and develop Building Services policy options using less well-defined methods, procedures, and processes to identify and analyse a full range of options.
Specialist skills and knowledge	- Ability to apply professional knowledge to complex building compliance issues. - Ability to apply theoretical approaches when seeking solutions to unique problems. - Ability to audit and report on the Building Approvals functions for Building Act compliance. - Understands the long-term goals of Council's values and aspirations and the legal and socio-economic and political operational context. - Knowledge of commonly used software, including the ability to effectively use the MSOffice suite of products and the ability to generate detailed reports and project progress updates. - Ability to learn and adapt to new systems, techniques, and technologies. - Knowledge of budgeting and procurement procedures.
Management skills	Exemplary management skills. The role works across Council with differing cultures, policies, and procedures. The management skills required include the ability to: - Supervise tertiary qualified staff and employees with extensive experience. - Lead, motivate and develop a strong Building Services Unit. - Achieve outcomes and goals within budget by setting priorities, planning work, and organising activities while considering organisational and external constraints and opportunities.
Interpersonal skills	- Exceptional written and verbal communication skills based on a capacity to influence, persuade, convince, and negotiate with clients, members of the public, other employees, tribunals, and persons in other organisations. - Ability to lead, motivate and develop team members and other employees

Qualifications, skills, and experience

Qualifications

- Victorian Building Authority Registration as a Building Surveyor (Unlimited)

Skills and experience

- Extensive experience in the private/public building sector
- Substantial experience in managing service provision in a complex environment.
- Substantial experience in managing professional staff.
- Experience in delivery of high-quality services in a regulatory environment.
- Ability to deliver exemplary customer focused services.
- Ability to develop strong working relationships both internally and externally.
- Ability to work in a complex environment of competing demands and multiple priorities with minimal supervision or support.

Licences and registrations

- A current Construction Induction Card
- Current Victorian Driver's Licence
- Maintenance of an employee type Working with Children Check

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			(✓)	
Manual handling – above 5 kg below 10 kg			(✓)	
Working with arms above head			(✓)	
Manual handling – lifting above shoulder				(✓)
Repetitive bending/twisting			(✓)	
Using vibrating / powered hand tools				(✓)
Close inspection work		(✓)		
Working in dusty / slippery / wet conditions			(✓)	
Wearing safety shoes/boots (steel cap)	(✓)			
Wearing hearing / eye protection		(✓)		
Using chemicals				(✓)
Repetitive hand washing / cleaning	(✓)			
Working at heights			(✓)	
Working in confined spaces				(✓)
Working in heat (over 35 C)			(✓)	
Working in cold (under 5 C)			(✓)	

Driving vehicles / operating plant	(✓)			
Using a keyboard	(✓)			
Writing by hand	(✓)			
Transcribing from hard copy			(✓)	
Audio transcription				(✓)
Handling difficult customers onsite		(✓)		
Handling difficult customers offsite		(✓)		
Making decisions that impact on other employees (disciplinary / restructure / investigation)			(✓)	

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will always comply with the staff code of conduct.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.