

Position Title	Senior Building Surveyors Assistant
Directorate	City Futures
Department	City Development
Team	Building Services
Classification	Band 6
Date	June 2026
Reports to:	Deputy Municipal Building Surveyor
Supervises:	Nil (mentors Building Surveyors Assistants and Cadets)
Internal Liaison:	Municipal Building Surveyor, Coordinator Compliance, Coordinator Planning, Manager City Development, Team Leaders Statutory Planning, Compliance Staff, additional Council staff as required.
External Liaison:	Country Fire Authority, Fire Rescue Victoria, Victoria Police, Victorian Building Authority, Department of Environment, Land, Water & Planning, Developers, Landowners, General Public, Courts.

Position Objectives

Your primary purpose in this position is to:

- Undertake all roles as delegated under legislation as the Senior Building Surveyor's Assistant.
- Provide technical advice and assistance to the customers and provide administrative assistance to the Building Services area to assist the team to achieve its legislative responsibilities.
- Provide leadership and guidance to Building Surveyors Assistants and Cadet Building Surveyors, providing a pathway to progression through from Building Surveyors Assistant to qualified Building Surveyor.
- Assist in the general administration of the Building Act, Building Regulations, associated Codes and Standards administered by the Building Services team.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position:

- Tertiary qualification with a demonstrated minimum period of practical experience, along with registration with Building Practitioners Board as either:
 - Building Inspector; or
 - Building Surveyor.
- Demonstrated minimum practical skills, knowledge and experience should include:
 - Demonstrated knowledge and interpretation of the Building Act and Building Regulations.
 - Ability to liaise with and resolve issues with residents, developers, consultants, and authorities within delegated authorities.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Building Surveying	- Examine and report on application for building approvals, report and consent application, POPES for compliance with the Building Regulations, Building Act, Building Code of Australia and associated Acts and Standards - Any other routine duties as directed consistent with the general requirements of the position - Prepare for issuance Occupancy Permits, Certificates of Final Inspection, building directions, building enforcement and the like as necessary,
Inspections and Enforcement	- Carry out site inspections, mandatory, non-mandatory, enforcement and report on compliance with approved plans or regulations as applicable, as directed by the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor - Carry out mandatory inspections on all classes of buildings and report on compliance with approved plans, as directed by the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor - Undertake Essential Safety Measure Audits of residential, commercial, and industrial premises within the municipality and communicate with owners and their representative on all aspects of Essential Safety Measures. - Undertake Pool Barrier inspections, providing regulatory advice within the municipality and communicate with owners and their representatives on all aspects of the requirements for pool barriers. - Attend emergency at request of agencies or Deputy Municipal Building Surveyor and/or Municipal Building Surveyor to inspect action necessary in relation to the emergency situation (option to be on call approximately 6 months of the year)
Prosecutions	- Prepare briefs of evidence and provide technical advice to ensure success of prosecutions. - Represent Council at court hearings, tribunals, and mediations. - Provide written and verbal advice to Councillors, builders/developers/consultants, members of the public and internal staff in respect of building matters.
Office Administration	- Track building permits/notices and orders progress to ensure that the statutory obligations are met in regard to their completion within the prescribed time limits. - Contribute to the development of the building unit's policies and procedures.
Customer Service	- Provide accurate information and in response to enquiries (telephone, counter, internal referral) and in writing to developers, builders, residents in respect to building matters. - Provide organisational and administrative support to internal customers. - Deliver clear concise and well considered letters, emails, verbal comments, and specific recommendation relating to building matters
Working out of Hours	- This position may require participation in an on-call or availability roster where after hours contact for work related matters is required and in accordance with operational requirements (which may vary from time to time). If the participant is required to participate in such a roster etc, then the relevant/applicable allowance will be paid. - If the incumbent is in receipt of such an allowance, then it is expected that the incumbent will monitor designated communication channels and respond in a timely and appropriate manner.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	• Support Council's response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☐ Not required.
- ☐ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☒ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call or availability roster. (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		☐	☐	☒	☐
Team based work – works in a team of people and not exposed to isolation		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – required to exercise sound decision making while completing all aspects of the position		☐	☐	☒	☐
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		☐	☐	☐	☒
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☐	☒
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☐	☒
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☐	☒
Emotional resilience – exposure to stressful or distressing situations including		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control</i>					
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☐	☐	☒

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires $\geq 10\%$ (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – <i>stay in a seated position</i>		☐	☐	☐	☒
Standing – <i>standing in an upright position, moving less than 3 steps</i>		☐	☐	☒	☐
Walking – <i>In an upright position, moving more than 3 steps</i>		☐	☐	☐	☒
Crawling – <i>Move on the hands & knees or by dragging the body close to the ground</i>		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – <i>To lower the body by bending forward from legs and spine, buttocks on or near the heels</i>		☒	☐	☐	☐
Kneeling – <i>To lower the body</i>		☒	☐	☐	☐
Bending – <i>To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds</i>		☐	☒	☐	☐
Reaching – <i>Extending arms out in any direction</i>		☐	☒	☐	☐
Twisting/trunk rotation – <i>Rotating the body to one side or the other without moving the feet</i>		☒	☐	☐	☐
Fine manipulation/pinch grip – <i>Fingers are on one side of the object and thumb on the other, typically without the object touching the palm</i>		☒	☐	☐	☐
Power/open hand grip – <i>Using the whole hand to grasp an object, typically</i>		☒	☐	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
<i>used to handle large or wide objects where the fingers are extended</i>					
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☐	☐	☒
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☐	☒	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☒	☐	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☐	☐	☒
5.1 – 10kg		☒	☐	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☐	☐	☐	☐
Pushing/pulling		☐	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Providing specialist advice to or regulating clients within delegated authorities and providing support to more senior employees, with the freedom to act subject to regulations and policies and regular supervision.
- In this regard the effect of decisions and actions taken on individual clients may be significant but is usually subject to appeal or review by more senior employees.
- Assisting the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor by providing information on status of workload to determine how best to utilise resources.
- Formal input into policy development within area of expertise where the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position.
- The quality of the output can have a significant effect on the process of policy development.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- Specialised work with methods, procedures and processes developed from theory or precedent.
- Improving and/or developing methods and techniques based on previous experience.
- Problem solving may involve the application of these techniques to new situations.

Independently

- Making decisions based on day-to-day management and scheduling of allocated work.
- Building inspections within the relevant practitioner's registration.

- Resolving minor issues with customers within agreed parameters.

With Input from the Deputy Municipal Building Surveyor / Municipal Building Surveyor

- Reporting relevant issues to the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor where appropriate.

Recommends and Identifies to the Deputy Municipal Building Surveyor / Municipal Building Surveyor

- Making recommendations about Building legislation administration improvements were considered necessary.

Guidance

- Guidance and advice are usually available from the Deputy Municipal Building Surveyor / Municipal Building Surveyor.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of a theoretical or scientific Building Act / Building Regulation disciplines, including the underlying principles as distinct from the practices, such as using initiative to continually review and where necessary, improve procedures and processes.
- An understanding of the function of the position within its organisational context, the long-term goals of the Building & Compliance Services and association business units, as well as the relevant policies of both the unit and Council.
- An understanding of the role and function of the Deputy Municipal Building Surveyor / Municipal Building Surveyor and others to whom they provide support.

Management & Interpersonal skills

The essential position requirements include:

- Skills in managing time, setting priorities, planning, and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Liaising with counterparts in other organisations to discuss specialist matters, and with other employees to resolve intra-organisational problems.
- Mentoring Building Surveyors Assistants and Cadets which requires an understanding of and an ability to implement personnel practices including those related to employees development.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			