

## Position Description

<b>Position Title:</b>	Building Surveyor
<b>Business Unit:</b>	Building Services
<b>Department:</b>	Building & Compliance Services
<b>Directorate:</b>	City Planning, Design and Amenity
<b>Classification:</b>	Band 7
<b>Date:</b>	October 2021
<b>Reports to:</b>	Deputy Municipal Building Surveyor
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	<ul style="list-style-type: none"> <li>• Municipal Building Surveyor / Manager Building &amp; Compliance Services</li> <li>• Manager Regulatory Services / Manager Planning and Design</li> <li>• Director City Planning Design and Amenity</li> <li>• Team Leaders of Statutory Planning and Strategic Planning</li> <li>• Building and Compliance Services Staff / Regulatory Services Staff</li> <li>• Additional Council staff as required.</li> </ul>
<b>External Liaison:</b>	<ul style="list-style-type: none"> <li>• Country Fire Authority / Fire Rescue Victoria / Victoria Police</li> <li>• Victorian Building Authority / Courts</li> <li>• Department of Environment, Land, Water &amp; Planning</li> <li>• Developers / Landowners / General Public</li> </ul>

### 1. Position Objectives

The primary objectives of the position are to:

- Undertake all roles as delegated under legislation as a Building Surveyor ensuring that the City of Greater Dandenong Council's obligations are met under the Building Act, associated codes and regulations.
- Provide education and advice on Building issues and functions across the organisation and wider community whilst providing leadership and guidance to Building Inspectors, Building Surveyors Assistants and Cadet Building Surveyors.
- Foster a commitment to a customer service culture, which maximises communication, consultation and cooperation between departments and emphasises shared accountability for satisfying customer needs maintaining an emphasis on continuous improvement and the application of Best Value principles in the management of building services.

### 2. Key Responsibility Areas / Position Specific Responsibilities *\*Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

The main areas of responsibilities will include but are not limited to:

#### Building Surveying and implementing building legislation requirements

- Ensure the timely and accurate processing and issuing of enforcement, report and consent and building permits under consideration in compliance with the Building Regulations, Building Code of Australia and the Building Act, by providing a high level of support to Council, private building surveyors, builders, developers, architects, and the public on building related matters.
- Represent and advocate for Council and the community's interest on relevant legislative and building surveying industry reform and in the interests of community safety, instigate legal action as required, and represent Council at Tribunals, in Courts of Law, Hearings.
- As required, review and comment on applications for use and development permits in accordance with authority delegated by Council.
- Stay abreast of constant legislative change and ensuring that Council not only complies with legislative requirements but sets a leadership example for other Councils in its innovative approaches.
- Maintain and enhance the reputation of the Building Services business unit by developing strong partnerships with internal and external stakeholders.
- Actively participate as a positive and engaged team member of the Building Services team and provide support as required.

#### Inspections, Enforcement and Prosecutions

- Carry out site visits and report on compliance with approved plans, as directed by the Municipal Building Surveyor to compliance with Building Act, Building Regulations, and current relevant VBA Practice Notes.
- Undertake routine inspections of illegal building works and liaise with owners and their representatives.
- Undertake inspections of damaged or dangerous buildings and communicate with owners and their representatives to ensure occupant and public safety is maintained.
- 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.
- 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.

#### Customer Service, Office Administration and Business Unit Responsibilities

- Supporting the Deputy Municipal Building Surveyor and the Building Team to ensure statutory obligations are met, preparing and presenting reports to Council as required.
- Track building permits progress to ensure that the statutory obligations are met in regard to completion of permits within the prescribed time limits.
- Assist Building Inspectors, Building Surveyors Assistants and Cadet Building Surveyors by imparting knowledge on building matters and contribute to the development of the building unit's policies and procedures.
- Provide accurate information and in response to enquiries (telephone, counter and in writing to developers, builders, residents in respect to building matters.
- Liaise with internal stakeholders regarding guidance on siting approvals & POPES.

### **3. Overall Position Accountability and Authorities**

The position is directly held responsible for:

- This position provides advice to and regulates clients within delegated authorities and provides support to more senior employees implementing all facets of the Building Act and subordinate legislation, on behalf of Council in a timely and professional manner that will not adversely impact on Council's reputation.
- In the provision of specialist advice to clients including the regulation of clients, the freedom to act is subject to professional and regulatory review by the Deputy Municipal Building Surveyor and Municipal Building Surveyor and within clear guidelines. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of clients.
- In providing direct support and assistance to more senior employees, the freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have a significant effect upon the performance of the Deputy Building Surveyor and Manager Building Services.
- The effects of decisions and actions taken at this level may have a significant effect on the programs being managed or on the public perception of the wider organisation, but decisions and actions are usually subject to appeal or review by the Municipal Building Surveyor.
- Providing formal input into policy, procedure and process within their area of expertise and/or management. Policy formulation work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

### **4. Judgement and Decision-Making Skills**

Judgement and decision making will be within the following scope:

- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations.
- Where the responsibility for policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

#### Independently:

- The position makes decisions based on day to day management and scheduling of allocated work and resolution of specialist problems with customers within legislation and delegated authorities
- Provide advice to Builders, Building Surveyors, consultants, Councillors, Executive, staff, and the public.

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

- Provide direct support and assistance to the Deputy Municipal Building Surveyor, by providing information on status of workload to determine how best to utilise resources.

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

- When handling complex matters, recommends actions aimed at achieving compliance with relevant legislation, in line with Council codes of practice, policy and established procedures.
- Variations to Service Standards or improvements to methods and techniques based on previous experience, to meet the business needs.

#### Guidance:

- Works under broad direction from the Deputy Municipal Building Surveyor, however guidance is not always available within the organisation

### **5. Specialist Skills and Knowledge**

The essential position requirements include:

- Proficiency in the application of Building related theoretical and scientific disciplines in the search for solutions to new problems and opportunities. This includes significant demonstrated knowledge and expertise in the application of Victorian Building Acts and Regulations, the Building Code of Australia and the Australian Standards and ability to act as a mentor and guide to Building Inspectors, Cadets and Building Services support employees.
- Where involved in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the role and function of the Deputy Municipal Building Surveyor and the Municipal Building Surveyor as well as the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

### **6. Management and Interpersonal skills**

The essential position requirements include:

- Ability to manage time, set priorities plan and organise one's own work and where appropriate that of other employees within an environment of change and conflicting pressures.
- The position requires an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes and in so doing contribute to the development and implementation of long term staffing strategies.
- Professional written communications skills including report writing in their field of expertise and preparation of a wide range of other documentation as required, including formal external correspondence.
- Advanced verbal communication and highly effective interpersonal skills to deal with members of the community in a tactful and personal manner, maintaining professionalism and composure in difficult interpersonal situations.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

### **7. Qualifications and Experience (Key Selection Criteria)**

Selection of the most suitable applicant will be based on the following:

#### Essential

- Degree or Advanced Diploma in Building Surveying combined with substantial relevant knowledge and work experience, including registration as building practitioner in the category of Building Surveyor – Limited or Unlimited. Relevant knowledge and work experience should include:
  - Demonstrated knowledge and interpretation of the Building Act 1993, Building Regulations and Victorian Building Authority Practice Notes related to;
    - processing applications,
    - providing guidance on siting approvals & POPES, as well as
    - acting as a representative at court hearings, tribunals and mediations
  - Demonstrated ability to work in a team environment and gain the cooperation and assistance of other team members, management and staff.
  - Demonstrated high level of customer service skills in order to communicate effectively and efficiently with the external customers and providing excellent customer service.

- Demonstrated organisational skills and ability to manage one's own workload in combination with demonstrated ability to use initiative to continually review and where necessary to improve procedures and processes.
- Proven knowledge in Microsoft Office suite of applications such as Word, Excel, Outlook and Power Point along with a demonstrated ability to operate the P & R data base and an EDRMS such as Objective.
- A current (and ongoing) valid Victorian Driver Licence as well as satisfactory (and ongoing) Police Check supplied prior to offer of employment and commencement.

### **Verification**

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

#### **Prepared by Municipal Building Surveyor:**

<b>Name:</b>	Matthew Harvey	<b>Signature:</b>	
<b>Date:</b>	October 2021		

#### **Manager Building Services and Compliance:**

<b>Name:</b>	Jamie Thorley	<b>Signature:</b>	
<b>Date:</b>	October 2021		

#### **Director:**

<b>Name:</b>	Jody Bosman	<b>Signature:</b>	
<b>Date:</b>	October 2021		

#### **Position Occupant:**

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

### **Inherent Physical & Cognitive Requirements of the position**

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Jody Bosman

Signature

<b>Cognitive Demand</b>	<b>Yes</b>	<b>No</b>
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

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### APPENDIX 1

#### Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

##### Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

##### Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude to embrace new tasks and to assist others.

##### Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

##### Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively 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.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety & return to work (RTW) policies & procedures and participate in health & safety training programs and initiatives Understanding of and ability to work with diversity within the workplace and community.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.