POSITION DESCRIPTION



POSITION TITLE:	Building Inspector
CLASSIFICATION:	Band 5
UNIT / DIVISION:	Planning & Building/Regulatory & Community Services
HUMAN RESOURCE MANAGER:	
	Signature & Date
GENERAL MANAGER:	
	Signature & Date
INCUMBENT:	
	Signature & Date
	Print Name

POSITION OBJECTIVES

As a member of the Planning & Building team, the Building Inspector will support the Municipal Building Surveyor to ensure compliance with Council's statutory responsibilities for the administration of the Building Act and the Building Regulations within the municipality.

KEY RESPONSIBILITIES

- Carry out building inspections to ensure buildings and associated works are in accordance with approved building plans and the provisions of relevant legislation
- Undertake follow up inspections to ensure the correction of any defective works and/or actions in relation to building matters
- Provide accurate advice to internal and external customers on building regulations applicable to the Shire of Campaspe.
- Regulate and enforce the requirements in relation to swimming pools and spas
- Brief the Planning & Building Manager, Municipal Building Surveyor and/or Deputy Municipal Building Surveyor as appropriate on works which fail to meet mandatory standards
- Under supervision from the Municipal Building Surveyor examine and disseminate specialist technical information

ORGANISATIONAL RELATIONSHIPS

Municipal Building Surveyor Reports to:

Supervises/Manages/Coordinates: Nil

Internal Liaisons: Planning & Building Team Leader

Planning & Building Manager

General Manager Regulatory & Community Services

All staff

POSITION DESCRIPTION

External Liaisons: Other Government Departments

Consultants Regional Bodies Members of the public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide specialist advice to internal and external stakeholders within Council guidelines and delegated authority
- Provide support within area of expertise as required
- Act within set objectives, budgets and consult with senior staff as appropriate

JUDGEMENT AND DECISION MAKING

- Make decisions based on knowledge of department goals and objectives
- Use previously acquired experience and knowledge to solve problems
- Guidance and advice would usually be available within the time required to make a decision

SPECIALIST KNOWLEDGE AND SKILLS

- Good understanding of technology, procedures and processes relevant to the unit
- Ability to interpret and follow regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and appreciation of the goals of the wider organisation
- Knowledge of the Local Government Act and associated regulations
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

MANAGEMENT SKILLS

- Manage own time, set priorities, planning and organising own work and where required that of other employees to efficiently achieve specific and set objectives
- Understanding of personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required
- Ability to establish rapport and to contribute to a pro-active work culture
- Conduct research and write reports in field of expertise
- Preparation of external correspondence
- Strong written and oral communication skills

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Registered Building Inspector (Limited)
- Knowledge of building construction and related regulations
- Valid driver's licence

POSITION DESCRIPTION

Desirable

- Previous experience working as an inspector within a rural municipality
- Local Government experience and knowledge

Key Selection Criteria

- 1. Relevant qualifications and experience
- 2. Appropriate registration and experience as a building inspector with the Victorian Building Authority
- 3. Knowledge of building construction and related regulations
- 4. Demonstrated ability to build sound working relationships both internally and externally
- 5. Previous experience in dealing with complex matters with members of the community

Other Prerequisites – Applicants must have a <u>valid Australian visa</u> with work rights and hold an <u>Australian Driver's Licence</u>.