

# 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**

Reports to: Municipal Building Surveyor

Supervises/Manages/Coordinates: Nil

Internal Liaisons: Planning & Building Team Leader  
Planning & Building Manager  
General Manager Regulatory & Community Services  
All staff



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### **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 valid Australian visa with work rights and hold an Australian Driver's Licence.