

POSITION DESCRIPTION



POSITION TITLE: Municipal Building Surveyor
CLASSIFICATION: SEO
UNIT / DIVISION: Planning & Building / Regulatory & Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date

.....
Print Name

POSITION OBJECTIVES

As the Team Leader of the Building Department, the Municipal Building Surveyor will:

- Administer and enforce compliance with the relevant Acts and Regulations relating to the construction, demolition or maintenance of buildings within the municipality;
- Manage the delivery of services to ensure a consistent, fair and effective approach to building.

KEY RESPONSIBILITIES

- Ensure that the statutory obligations of the Building Act and Building Regulations are enforced so that the amenity and safety of the Shire of Campaspe's built environment is maintained
- Review and manage Council's statutory legal obligations in relation to Building Approvals, through a quality control and audit process, ensuring separation of duties between the Building Control and the Building Approval functions
- Perform appropriate inspections throughout the municipality in order to check conformity of properties to investigate compliance with the Building Act and other relevant legislation and codes of practice
- Keep abreast of developments within the building industry that will benefit the Council's operations
- Delegate the responsibility of issuing building permits to the relevant officer and audit the Building Approval Service of Council
- Ensure building applications are processed in an efficient manner and in accordance with the statutory requirements under the provisions of the Building Act and Regulations
- Provide advice and assistance as may be required regarding the construction/maintenance/use/conditions assessment of Council owned/operated buildings
- Provide high level and well researched advice to the Council, employees and community in relation to all building applications
- Educate the community on the legislative standards and services provided by the Building Control Unit

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ORGANISATIONAL RELATIONSHIPS

Reports to:	Planning & Building Manager
Supervises/Manages/Coordinates:	Building team
Internal Liaisons:	General Manager Regulatory & Community Services Planning Team Leader Councillors All Staff
External Liaisons:	Government Departments Professional Advisers Regional Bodies Consultants Members of the public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Oversee co-ordination of the team and delegation of duties as the team leader
- Meet performance measures as outlined in the annual personal development plans
- Efficient and effective execution of works done within time schedules, budgetary constraints and works program
- Assist in preparing policies, information brochures and reports to Council that consider the impact on the community and the Council strategic direction
- Ensure that accurate building statistics, statutory certificates and relevant information is provided to Council, the Public Statutory Authorities and other organisations within designated time limits
- Problem solve independently using initiative, experience, legislation and investigative techniques using a customer focused mindset that doesn't hinder the integrity of the process
- Provide expert advice to the community and Council staff to facilitate building development
- Contribute to the preparation of budget allocations for the Building Department as part of the total budget

JUDGEMENT AND DECISION MAKING

- Act within Statute and Council Policy and refer to the Planning & Building Manager for decisions on any matter which could have an effect on Council Policy
- Must not commit Council to any expenditure unless it is contained in Council's annual budgets and the appropriate order is issued via the purchasing system
- Whilst in the employ of the Council the Officer shall not engage in or undertake to carry out for fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and or Council

POSITION DESCRIPTION

SPECIALIST KNOWLEDGE AND SKILLS

- Extensive knowledge of building construction and related regulations
- Understanding of building trends nationally and regionally to ensure that the Building Department is continually able to offer best practice building services to customers
- Skills in using the Microsoft Office suite and other relevant software
- Ability to discuss and solve problems, both within and outside of the organisation with senior clients and to work in partnership with these stakeholders to develop creative solutions with the highest level of integrity
- Ability to offer constructive advice to those who wish to enhance or initiate development projects with Campaspe Shire

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise one's own work and the work of the team including co-operative management of resources within the Building Approvals function of Council
- Understanding of and ability to implement personnel practices including equal opportunity and health and safety, training and development
- Ability to achieve objectives within a timetable and budget
- Provide detailed reports and progress updates on allocated projects as requested
- Establish and monitor clear and precise performance standards
- Ability to audit the Building Approvals function of Council for compliance with the Building Act and regulations and report annually to the Planning & Building Manager

INTERPERSONAL SKILLS

- Exceptional communication skills, written and verbal including decisive listening, influencing and persuasion skills
- Highly developed interpersonal communication and decision making skills
- Problem solving and negotiation skills that achieve win-win outcomes
- Demonstrated ability to communicate effectively at all levels of the organisation
- Create strong networks with relevant organisations and Government Departments
- Drive a culture of strong customer satisfaction

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Tertiary qualifications as a Municipal Building Surveyor with substantial experience in the public and/or private building sector
- Unlimited Building Surveyor registration with the Victorian Building Authority
- Extensive experience at a senior management level with effective staff management
- Demonstrated ability to oversee planning, management and reporting of organisational finances in an efficient and effective manner and in accordance with legislative requirements
- Valid driving licence

Desirable

- Post graduate qualifications in a related field
- Local Government experience and knowledge of the current issues in Local Government in Victoria

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Key Selection Criteria

1. Relevant qualifications and experience
2. Demonstrated ability to manage a Building Department in a changing environment with well-developed knowledge and understanding of management principles and practises
3. Demonstrated ability to provide high level and well researched advice to key stakeholders
4. Experience developing, implementing and maintaining co-operative working relationships between the building and construction industry private sector and government agencies
5. Demonstrated ability to investigate and prepare reports and recommendations on complex building issues

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