MUNICIPAL BUILDING SURVEYOR
POSITION DESCRIPTION

POSITION NO: 1171
CLASSIFICATION: SEO
OCCUPANT: Vacant
DATE: March 2019

POSITION CONTEXT & OBJECTIVE(S):

To administer and enforce compliance with the Building Act and Building Regulations, Victoria and all other statutes, regulations and by-laws relating to the construction, demolition or maintenance of buildings within the Warrnambool City Council in accordance with the relevant policies, goals and objectives as determined by Council.

KEY RESPONSIBILITIES AND DUTIES:

1. To ensure that the requirements of the Building Act and Regulations are carried out within the municipality.
2. To ensure that building applications submitted for approval are processed in an efficient manner and in accordance with the statutory requirements under the provisions of the Building Act and Regulations.
3. To instil public confidence in consistency, fairness and efficiency in building processes.
5. Provide technical support to Coordinator City Building & Planning Support and Council.
6. To carry out the functions empowered to the Municipal Building Surveyor under the Building Act to provide for a safer built environment for the general public and building occupants.
7. Liaise with the public and all personnel involved in the building industry to offer advice or assistance with any building related enquiry.
8. Undertake such works and provide advice and assistance as may be required regarding the construction/maintenance/use/conditions assessment of Council owned/operated buildings.
9. Undertake works external to the Municipal Boundaries as may be approved by Council.
10. Assist with enforcement of development permit conditions.

ORGANISATIONAL RESPONSIBILITIES

In addition to the duties as specified, the following standards/duties shall apply:

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
• Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
• Work within Occupational Health & Safety Acts, Regulations and Codes of Practice.
• Ensure Council’s Risk Management Policy & Procedures are observed and complied with.

Personal Development & Conduct
• Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
• Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
• Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Technology & Records Management:
• Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
• Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
• Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:
• Participate in the Employee Opinion Surveys as requested.
• Participate in Warrnambool City Council’s Business Excellence Program and other corporate development programs.

PRE-EMPLOYMENT CHECKS:
The incumbent must have and maintain a current Police Records and/or.
☐ YES

The incumbent must have and maintain a current Working with Children Check:
☐ NO

OTHER DUTIES:
Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:
<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Coordinator City Building &amp; Planning Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Nil</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>All Staff</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>Building Service Providers, Private Surveyors, members of public, building community.</td>
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</tbody>
</table>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:
• To be accountable for the conduct of duties in a professional manner.
• To ensure that the respective Directors are kept fully informed of activities.
• To provide sound judgement and specialist advice on building issues.
- To make decisions on a day to day basis on issues relating to the administration and enforcement of the Municipal Building Surveyor’s duties as required under the Building Act and Regulations, including those functions delegated by Council.
- To interpret rules and regulations when required in the day to day operations of the departments.
- To apply techniques generally developed from theory or precedent to solve problems.
- Ability to develop and implement strategic plans.
- Readily able to identify legislation change and best practice processes for City Building Services.

**JUDGEMENT AND DECISION MAKING:**

- Ability to identify and select alternative or improve methods of data collection, analysis or reporting to enhance efficiency in performance reporting.
- Apply best techniques to most effectively achieve informative and user friendly reporting.
- Freedom to make decisions within the constraints set by Supervisor and Manager.

**SPECIALIST KNOWLEDGE AND SKILLS:**

- Demonstrated ability to implement Building Regulations, BCA & relevant standards and codes.
- To be aware of the Council’s Corporate Plans and implement the functions of the Building Services department in accordance with the plans.
- A sound knowledge of the building industry, practices and products.
- Intermediate knowledge with Microsoft packages and administrative procedures.
- Ability to prepare quarterly financial reports on Building Services and carry out annual Building Condition Audits on the Council’s main building assets, with the assistance of Assets staff.
- Excellent public relations skills.

**MANAGEMENT SKILLS:**

- Be able to manage time, set priorities and the ability to plan and organise one’s own work and support the City Building Services team as required.
- Ability to support the City Building Services team to ensure that the goals and objectives of the organisation are achieved in a timely and efficient manner.
- Demonstrated understanding and ability to implement personnel policies and practices including EEO & OHS, position descriptions and the EA.

**INTERPERSONAL SKILLS:**

- Ability to communicate effectively with clients, the general public and other employees by both oral and written communication.
- Ability to lead, motivate and develop employees to their full potential.
- A high level of ability in problem resolution.
- Ability to gain co-operation and assistance in the administration of the functions of the Development Services departments.
- Ability to liaise with other department’s authorities and organisations.

**QUALIFICATIONS AND EXPERIENCE:**

- Registration as a Building Surveyor with the Building Practitioners Board.
- Minimum of three (3) years of experience in the operation of a Building Surveying Department in Local Government.
• Previous experience with Building Condition Auditing or similar would be an advantage.
• Current drivers licence.
MUNICIPAL BUILDING SURVEYOR
GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management
• Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
• Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
• Observe and comply with Council’s Risk Management Policy, procedures and processes.

**Equal Employment Opportunity and Diversity**
• Demonstrate an awareness and understanding of state and federal equal opportunity laws
• Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
• Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

**Learning & Development**
• Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
• Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
• Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

**Information Technology & Records Management:**
• Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
• Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
• Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
• Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
• Not use Council IT systems and electronic resources
  ➢ for excessive or unreasonable personal use;
  ➢ to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
  ➢ to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

**NB:** The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked. By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

**Emergency Management**
• As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

**Sustainability**
• Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
• Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
• Promote and participate in a culture of sustainability.
Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer's superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):
• Training and career development opportunities including study assistance
• Salary sacrifice arrangements (superannuation and pool/gym membership)
• Flexible leave and work arrangements
• Paid maternity and paternity leave
• Corporate Health & Wellbeing Program
• Corporate Health Insurance Program
• Active Social Club
• Employee Assistance Program – free counselling and support
• Discounted pool/gym memberships

PRIVACY & DATA SECURITY ACT INFORMATION

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The incumbent understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Privacy & Data Security Act 2014, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants may be required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.