



position description

POSITION TITLE	Building Surveyor
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2018 to 2021 Band 6/7 dependent on qualifications and experience
DIRECTORATE	Planning and Infrastructure
BUSINESS UNIT	Planning and Building
REPORTS TO	Manager Building Services
SUPERVISES	Nil
EMPLOYMENT STATUS	Full Time
DATE	May 2022
EMPLOYEE NAME	Vacant

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

- This position will properly assess and approve applications for building approval for construction, alterations and demolitions and assist in the operation of the Building Department in order to ensure the safety of the public and the best possible service to clients and ratepayers;
- To provide clients with a customer focused advisory service, facilitating the effective and efficient assessment and issue of building related permits and approvals, as well as supervising council statutory enforcement requirements; and
- To properly inspect buildings during construction, alterations and demolitions and to assist in the operation of the Building Department in order to ensure the safety of the public and the best possible service to clients and ratepayers.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Analyse, evaluate and issue building related permits and approvals under the Building Act 1993;
- Investigate, evaluate and issue building notices/orders under the Building Act 1993;
- The accuracy of plan assessments, decisions made and instructions given in respect to applications for building approval;
- Act as the authorised officer pursuant to the Local Government Act, and Building Act 1993;
- Oversee the maintenance of public safety and building enforcement standards;
- Provide formal input into policy development within area of expertise, which may enhance the successful development and operation of the Building Services function;
- Act on behalf of Council in accordance with delegations;
- The duties of Building Surveyor are subject to professional and regulatory review, as per the Acts outlined above, with the actions carried out, decisions made and advice given having potential significant financial and safety implications on clients and stakeholders;
- Investigate, analyse, evaluate and approve Building Applications to determine compliance with Building Regulations, in a timely and efficient manner;
- Supervise inspections of building operations to ensure compliance with the Building Code of Australia, the Building Act 1993, Building Regulation, Council Local Laws and the approved plans and specifications within designated timeframe and maintain appropriate records of such inspections;
- Supervise the analysis and evaluation process prior to the issuing of Occupancy Permits and Certificates of Final Inspection, including Essential Services Schedules for completed buildings;
- Responsible for the investigation, and the analysis and evaluation of any possible breaches of building legislation, determine compliance and appropriate action to be taken, issue building notices/orders as required, in conjunction with the Municipal Building Surveyor;
- Supervise the maintenance of the illegal works process, including the issuing of building notices and liaison with councils enforcement officer;
- Assist with the development and maintenance of appropriate administrative and information recording systems within the team e.g. Document Control, Pathway, Kapish;
- Participate in legal proceedings as required;
- Assist with the development and implementation of innovative measures to ensure the ongoing viability and best practice of the unit;
- Actively participate in the organisation's Quality Program;
- Ensure the integrated response to Town Planning, Environmental Health (septic), Subdivisions, and Assets & Infrastructure issues;
- Establish and maintain positive communication with clients and the general public, to educate and promote the need for adherence to various statutes, legislation, councils local laws and policies;
- Investigate, analyse and evaluate applications for 137B owner Builder reports, and arrange issue of such reports;
- Assist with the development, improvement and maintenance of the Building Services electronic approvals, inspections and permits system pathway;
- Provide advice and assist with customer enquiries regarding Building Control (and other) matters, giving professional, accurate and concise information as required; and
- Undertake such other duties as directed by the Municipal Building Surveyor consistent with the area of responsibility.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust Talk straight – Say what you mean and mean what you say

 Create transparency – Do not withhold information unnecessarily or inappropriately

 Right wrongs

 Practice accountability – Take responsibility for results without excuses

 Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect Treat other people with courtesy, politeness and kindness, no matter what their position or opinion

 Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values

 Keep confidences

 Do what you say you will do to the best of your ability

 Be open about mistakes

 Speak of those that are absent only in a positive way

Learning Work together and learn from each other

 Continuously improve and innovate

 Be open to change

 There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.
- Ability to determine level of compliance of Building Applications, to enable the issue of Building Permits;
- Ability to make decisions based on experience and knowledge that may affect the structural stability of building and/or public safety;
- Ability to apply original and creative alternatives to solve problems of a complex nature;

- Ability to use judgement to make decisions in situations where methods and procedures are less well defined and where the employee must develop and adapt the methods and procedures to new situations;
- Ability to improve or develop methods, techniques and procedures to suit work requirements, capably assess circumstances and make decisions and determinations;
- Ability to determine whether breaches of regulations have occurred and to issue building notices or instigate prosecutions;
- Ability to properly advise applicants and the public with respect to building related matters; and
- Guidance and advice is usually available from the Manager Building Services or other relevant resource.

SPECIALIST KNOWLEDGE AND SKILLS

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives;
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system;
- Demonstrated thorough theoretical and practical knowledge of all legislation relevant to the position;
- Demonstrated thorough knowledge of building practices and techniques;
- Demonstrated proficiency in Building Inspections/Surveying and the application of a theoretical or scientific approach in the search for solutions to new problems and/or opportunities;
- The ability to actively participate in effective and innovative policy development and process improvement;
- The ability to determine whether breaches of regulations have occurred and instigate the issue of notices or prosecutions;
- The ability to analyse changing situations and develop appropriate responses;
- General knowledge of financial control systems (invoicing, accounts payable, statements, purchase cards); and
- Understanding of the long term goals of the Building Services team, including relevant policies of the team and wider organisation.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- Meet deadlines, as discussed with the supervisor.
- Receive and follow directions from a supervisor and seek workload management support when required.
- Be honest and transparent in all dealings, and report suspected fraud or corruption.
- Understand risk and consider it when performing work
- Take care of own safety and wellbeing and that of other staff, and follow OHS procedures.
- Report hazards, risks and behaviours that may not comply with organisational or legislative requirements.
- Manage own time effectively, and work to deadlines.
- Maintain personal hygiene and meet dress standards set for the position, including to wear any uniform and use any personal protective equipment prescribed for the position and particular work duties.
- Ability to manage own time, set priorities and plan and organise one's own work to achieve objectives in the most efficient way possible within the resources available and within a set timetable, despite conflicting pressures;
- Ability to assist other employees, such as the Building Inspector and Administration Officer, by providing guidance, duties, advice and training on routine technical, procedural or administrative matters; and
- Understanding of and ability to implement relevant personnel practices relating to OH&S and training and development when providing guidance and training to colleagues.

INTERPERSONAL SKILLS

- Work cooperatively as part of a team.
- Maintain confidentiality as required.
- Document work according to established practices.
- Communicate effectively with other employees and external stakeholders.
- Gain cooperation and assistance from others (including other employees).
- Excellent verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of moderately complex problems;
- Excellent written communication skills to communicate with clients, members of the public, and other employees and enable the preparation of routine correspondence and reports in field of expertise;
- Ability to gain cooperation and assistance from clients, the public and other employees in the administration of defined activities; and
- Ability to liaise with stakeholders in other organizations to discuss and resolve specialist problems, and with other employees within the organization to resolve intra-organisational problems.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

CUSTOMER SERVICE SKILLS

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Advanced Diploma of Building Surveying (or equivalent).
- Minimum six years experience in the Building Industry.
- Experience in Local Government Building Surveying desirable.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Registration as a Building Surveyor (Limited or Unlimited) with the Building Practitioners Board

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:



- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications in Building Surveying, registration as a Limited or Unlimited Building Surveyor, and relevant experience.
2. Extensive knowledge of, and proven ability to interpret and enforce relevant building control legislation
3. Strong focus and commitment to delivering high quality customer service and maintain confidentiality at all times.
4. Advanced verbal and written communication and negotiation skills.
5. Demonstrated ability to investigate and prepare clear and concise reports on complex building issues.
6. Proven ability to work effectively in a multi skilled team environment and work independently out in the field with minimum supervision.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
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People Development

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing

<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
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Safety and Risk Management

<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Administration	Desk based tasks	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external agencies and the general public Phone use Computer use Report writing Utilisation of council software Research Data analysis Policy development and review 	Sitting				X
			Standing		X		
			Walking		X		
			Lifting < 10kgs				
			Carrying				
			Pushing				
			Pulling				
			Climbing				
			Bending				
			Twisting				
			Squatting				
			Kneeling				
			Reaching			X	
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				
			Major decision making				X
			Complex problem solving			X	
Supervision of others							
Interaction with others				X			
Exposure to confrontation			X				
Respond to change				X			
Prioritisation				X			

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Inspections	Inspections of building operations	<ul style="list-style-type: none"> Liaison with external agencies and the general public Driving company vehicles (max 20 minutes) Phone use Tablet use Camera use Hand writing notes Working in isolation Visual inspection Potential for walking on uneven ground / incline etc 	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting < 10kgs				
			Carrying				
			Pushing				
			Pulling				
			Climbing				
			Bending				
			Twisting				
			Squatting				
			Kneeling				
			Reaching			X	
			Fine motor			X	
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				X
			Major decision making			X	
			Complex problem solving				X
			Supervision of others				
			Interaction with others				X
			Exposure to confrontation			X	
Respond to change				X			
Prioritisation			X				