



POSITION TITLE	Building Inspector
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 7
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	Statutory Services
REPORTS TO	Deputy Municipal Building Surveyor
SUPERVISES	Nil
EMPLOYMENT STATUS	Full time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Building Inspector plays a critical role in protecting community safety, supporting sustainable development and maintaining confidence in the built environment. Operating within Council's Building Services team, the position contributes to the effective administration and enforcement of building legislation by undertaking mandatory inspections, assessing compliance, investigating building matters and supporting the delivery of safe,



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

compliant and high-quality building outcomes across the municipality.

Working closely with property owners, builders, developers, design professionals and regulatory authorities, the role provides expert technical advice and facilitates practical compliance solutions while ensuring legislative obligations are met. Through a combination of inspection, investigation, education and enforcement activities, the position supports responsible growth, public safety and the ongoing integrity of Wodonga's built environment

POSITION OBJECTIVES

To properly inspect buildings during construction, alterations and demolition to ensure compliance with all relevant building construction standards with the primary aim of ensuring the safety of the public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

This position is accountable for:

- Inspecting building works and determining that works comply with the *Building Act 1993*, Building Regulations, the Building Code of Australia, approved plans and specifications;
- Inspecting swimming pools and swimming pool enclosures and determining that works comply with all legislative requirements relating to swimming pool safety;
- Evaluating building construction including methods, materials, planning and design;
- The accuracy of plan assessments, decisions made and instructions given on building sites; and
- The maintenance of public safety and building compliance.

The extent of authority is to:

- Provide professional advice and regulate applicants in respect to building legislation without reference to a supervisor. Redress of any decision is through the Victorian Building Authority or Fair Trading NSW and is on the employee as an individual;
- Power to stop works deemed not in accordance with approved plans, relevant legislation, standards, and codes and issue notice or order to remedy;
- Issue site inspection notices or orders for compliance under the *Building Regulations & Building Act*;
- Act as the authorized officer pursuant to the *Local Government Act 2020*, and *Building Act*; and
- Act on behalf of Council in accordance with delegations;

Duties include:

- Perform inspections of building operations to ensure compliance with the Building Code of Australia, Building Act, Building Regulations, Council Local Laws and approved plans and specifications within designated timeframes, and maintain appropriate records of such inspections;
- Investigate, analyse and evaluate any possible breaches of building legislation, particularly in relation to Swimming Pool Fencing, determine compliance and report on appropriate action to be taken, and arrange issue of such Building notices/orders as required, in conjunction with the Municipal Building Surveyor;
- Investigate, analyse and evaluate the issuing of Occupancy Permits and Certificates of Final Inspection, including Essential Services Schedules for completed buildings for issue, in conjunction with the Municipal Building Surveyor;
- Investigate, analyse and evaluate building applications to determine compliance with Building Regulations for certification by Municipal Building Surveyor, in a timely and efficient manner;
- Assist with 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;

- Development and maintenance of Lapsed/Expired Permits process, including cancellation of appropriate permits;
- Investigate, analyse and evaluate applications for 137B owner builder reports, and arrange issue of such Reports;
- Advise customers and assist with enquiries regarding building control and other matters, giving professional, accurate and concise information as required;
- Assist with the development and maintenance of appropriate administrative and information recording systems within the unit e.g. Pathway, Bright Ideas, Kapish;
- Participate in legal proceedings as required;
- Assist with compiling statistics appropriate to the service;
- Assist with the development and implementation of innovative measures to ensure the ongoing viability and best practice of the unit;
- Assist with the training/mentoring of new building department staff & other staff members 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
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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

- The ability to identify, interpret and determine compliance with all provisions of building legislation, including the Building Code of Australia, as they relate to the inspection of building works;
- Be able to interpret and review relevant documents used as evidence to demonstrate compliance with all relevant building legislation, including reports in relation to performance solutions;
- Be able to interpret, apply and assess compliance with the legislative requirements relating to swimming pool safety.
- Able to determine if non-standard building work or proposed non-standard building method is a satisfactory 'alternate' or 'performance' solution as provided for in the Building Regulations and Building Code.
- Able to determine if non-standard swimming pool and spa enclosures comply with all legislative requirements relating to swimming pool safety;
- Be able to evaluate building construction including methods, materials, planning and design;
- The ability to properly advise applicants and the public with respect to building related matters;
- The ability to make decisions based on experience and knowledge for on-site approvals and inspections that may affect the structural stability of buildings and/or public safety;
- The ability to determine whether breaches of regulations have occurred and to recommend issue of notices or prosecutions;
- The ability to apply original and creative alternatives to solve problems of a complex nature; and
- Be organised and prioritise daily and weekly activities.
- Determine appropriate action, perform tasks according to established practices and procedures and escalate issues appropriately.

SPECIALIST KNOWLEDGE AND SKILLS

You must know and understand:

- The *Building Act 1993* and the Building Code of Australia (volumes 1 and 2), including documents adopted by reference in the Building Code of Australia;
- Building surveying practices and procedures;
- Building construction, including methods, materials, planning and design;
- Building fire safety, including fire engineering;
- The legislative requirements relating to swimming pool safety;
- The roles and responsibilities of a registered building surveyor and registered building inspector;

- Planning legislation.

You must be able to do the following:

- Interpret, apply and assess compliance with the relevant requirements of the *Building Act 1993* and the Building Code of Australia;
- Interpret and review relevant documents used as evidence to demonstrate building compliance, including reports in relation to performance solutions;
- Interpret, apply and assess compliance with the legislative requirements relating to swimming pool safety;
- Evaluate building construction including methods, materials, planning and design.
- Write reports that clearly articulate any non-compliances for rectification at mandatory inspection stages.

You must have:

- Demonstrated practical experience of applying building legislation as relevant to the position;
- Demonstrated practical experience of building practices and techniques;
- Demonstrated competency in using computer software packages;
- Demonstrated proficiency in Building Inspections/Surveying and the application of a theoretical or scientific approach to problems solving;
- The ability to actively participate in effective and innovative process improvement; and
- The physical ability to utilise ladders, move under buildings within confined spaces and inspect construction work including trenches.

MANAGEMENT SKILLS

- Good time management and the ability to prioritise tasks.
- 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 analyse changing situations and develop appropriate responses; and
- Ability to coach, and support department staff as appropriate.

INTERPERSONAL SKILLS

- Inspectors must comply with the *Building Act*, *Building Regulations* and Building Code of Australia when dealing with applicants and clients.
- Understand and interpret legislation to highly variable building applications and work with applicants and clients to enable a compliant outcome or enact compliance.
- Ability to work with a variety of clients (architects, designers, builders, tradespeople, community members) across a broad range of tasks and build types;
- 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).
- High standard of written communication skills to enable preparation of clear and precise notices, reports, investigations and routine correspondence;
- Ability to effectively communicate with clients and other members of staff to achieve the requirements of the position; and
- Ability to negotiate and resolve conflicts.

INFORMATION TECHNOLOGY SKILLS

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization as 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, Bachelor or equivalent qualification in Building Surveying.
- Extensive demonstrated theoretical and practical knowledge of all legislation relevant to the position specifically the Building Act 1993, Building Regulations 2018, Building Code of Australia & relevant Australian Standards.
- Extensive knowledge of, and proven ability, to interpret and enforce building control legislation.
- Maintain accreditation on a yearly basis.
- Minimum two years' experience in the Building Industry and/or a Local Government Building Department
- Demonstrated experience in the use of various computer software packages
- Registration with the Building and Plumbing Commission as a Building Inspector is highly desirable; however, Council may consider applicants who are nearing completion of relevant building surveying qualifications and are working towards registration.

LICENCES AND MANDATORY REQUIREMENTS

- White Card (General Construction Induction Card);
- Current Drivers Licence;
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement).
- Evidence of eligibility to work in Australia
- Pre employment functional assessment

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 qualification and registration as a Building Inspector Practitioner.
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 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.	• 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.	• 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.	• 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	
Looks for improvements and is adaptable to change.	• 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
People Development	
Welcomes opportunities for learning and self-development.	• 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
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• 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
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• 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

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	- 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				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

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Inspections	Inspections of building operations	- 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			