



POSITION DESCRIPTION

Position Title	Building Surveyor
Position Code	1444
Business Unit	Statutory Services
Work Group	Building Services
Position Classification	Band 8
Effective Date	November 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To ensure that Council's statutory building obligations are met, and relevant requirements of the *Building Act 1993* (the Act) and *Building Regulations 2018* (the Regulations) are carried out in a timely and professional manner.

2. Working Relationships

Reports to	Manager Statutory Services
Supervises	Building Inspector

3. Key Responsibilities

- 3.1** Fulfil delegated Council duties as required under the Act and Regulations.
- 3.2** Prepare and issue building permits, ensuring applications and certificates are received, assessed and issued efficiently and in compliance with legislative controls.
- 3.3** Establish and maintain registers and procedures for general building safety and essential service maintenance.
- 3.4** Manage the Municipality's Swimming Pool and Spa register and provide an inspection service for residents and businesses.
- 3.5** Maintain records and ensure data is collected and reported in accordance with statutory responsibilities, policy and best practice.
- 3.6** Respond to emergencies within the municipality, such as post building fire inspections, in a timely manner and report to Municipal Building Surveyor (MBS).
- 3.7** Administer and enforce provisions of the Act for illegal building works or other offences under the supervision of an MBS, including representing Council at the Building Appeals Board and other related bodies.
- 3.8** Facilitate appropriate public participation, promote a public understanding of relevant legislative requirements and ensure accurate advice is given to building industry stakeholders and customers.
- 3.9** Undertake Building service activities with a high degree of cooperation and coordination with statutory planning processes.
- 3.10** Provide expert advice to Council's internal departments to ensure that new and existing buildings and works comply with the Act and relevant legislation and standards.
- 3.11** Maintain positive and constructive relationships with other government and non-government agencies, organisations and groups and all of the community.
- 3.12** Undertake other duties as directed.

4. Core Physical Requirements

- 4.1** Capacity to work in an outdoor environment for varying periods of time.
- 4.2** Capacity to drive a vehicle.
- 4.3** Capacity to undertake office-based activities including sitting at a desk for extended periods.
- 4.4** Capacity to undertake site inspections; involving walking on uneven surfaces.

5. Accountability and Extent of Authority

5.1 The Building Surveyor has delegated functions of Council referred to by the Act and Regulations subject to conditions of delegations.

5.2 Accountable for accurate and effective decision making and reporting in accordance with all relevant legislative requirements and Council's policies and procedures, as they relate to building services.

5.3 Authority to represent Council at court hearings, advisory bodies and other forums as required.

5.4 Accountable to the Municipal Building Surveyor for the efficient and effective performance of this position.

5.5 Authority to interpret and advise customers on relevant legislation and the Council's goals, values, and aspirations.

6. Judgement and Decision Making

6.1 Professional judgement will be required to make decisions within the related legislative framework.

6.2 Assess and deal with all matters subject to the position, under delegated authority, governed by the goals and policies of Council.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Well developed report writing skills.

7.1.2 An awareness of the community, business and political impacts of decisions made in this position.

7.1.3 Demonstrated experience in identifying, developing, and implementing new initiatives to ensure best practice and continuous improvement of service delivery and the quality of decisions made.

7.1.4 Relevant skills and knowledge in the application of building principles and practice including a thorough working knowledge of relevant legislation and its application in the Victorian local government and industry context.

7.2 Management Skills

7.2.1 Demonstrated skills in managing diverse workloads and meeting work targets within time constraints and deadlines.

7.2.2 Continuously improve systems, forms, policies, and procedures as required to comply with legislative requirements and deliver excellent customer service.

7.2.3 Develop and prepare reporting on operational performance, delegated decisions, enforcement, and other significant building matters.

7.3 Interpersonal Skills

7.3.1 Ability to communicate effectively with all customers, colleagues, and other Council staff, including the ability to confidently manage conflict and to negotiate successfully on behalf of Council.

7.3.2 Well developed communication skills, both written and verbal.

7.3.3 Ability to work with other Council staff on a project team basis.

8. Qualifications and Experience

8.1 Relevant experience as a registered Building Surveyor, preferably within local government, and of at least 2 years duration.

8.2 Registered as a Building Surveyor as required by the Victorian Building Authority.

9. Key Selection Criteria

9.1 Well developed interpersonal skills, including sound customer service and communication skills and the ability to work effectively independently or as part of a team.

9.2 Ability to achieve continuous improvement of service delivery and quality outcomes within the resources available.

9.3 Sound written and verbal communication skills.

9.4 Current Victorian Driver's Licence.

9.5 Demonstrated skills and relevant experience in the building industry including a working knowledge in all aspects of the building practice, processes, and procedures in

local government and in in with legislation.

9.6 Registered as a Building Surveyor as required by the Victorian Building Authority.

Authorised by: Director – Sustainability & Culture

Date:

Employee's Signature:

Date:
