POSITION DESCRIPTION

MUNICIPAL BUILDING SURVEYOR

Reports to: Manager Town Planning & Building

Purpose of Position: To act as Council’s Municipal Building Surveyor on matters relating to building legislation and manage the Building Unit in conjunction with the Manager Town Planning and Building, to ensure Council’s obligations under the relevant Building legislation are fulfilled and building matters are professionally and fairly administered throughout the municipality.

Salary Range: Senior Executive Officer Contract

Financial Authority: In accordance with Council’s Delegations Framework

Incumbent: Vacant

TRIM NO: D17/44457

Enquiries
For more information about this position please contact the Moira Shire Council Organisational Development Department on (03) 5871 9222 or email employment@moira.vic.gov.au

Moira Shire Council is an Equal Opportunity Employer offering flexible work arrangements for employees in a family-friendly work place.
### ORGANISATIONAL RELATIONSHIP

<table>
<thead>
<tr>
<th>Position reports to:</th>
<th>Manager Town Planning &amp; Building</th>
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<tbody>
<tr>
<td>Position supervises:</td>
<td>Deputy Building Surveyor</td>
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<td>Building Inspector</td>
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<td>Cadet Building Surveyor</td>
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<td>Administration staff and contractors as required</td>
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### KEY RELATIONSHIPS

**Internal:**
- Chief Executive Officer
- General Managers and Managers
- Units that service development
- Units that service the Building Unit

**External:**
- State and Federal Government Departments/Agencies
- Peak Industry Bodies (MBA, HIA, BOMA etc)
- Professional Consultants and their organisations
- Developers, Investors and Building Industry
- General Public
- Media Representatives
- Community Groups and Organisations
- Australian Institute of Building Surveyors
- Victorian Municipal Building Surveyors Group Inc

### PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS

The Building Unit through the Town Planning and Building Manager is responsible to the General Manager Infrastructure, which is responsible for providing an effective and efficient building control service, with an emphasis on excellent customer service and in ensuring a safe built environment for the municipality. Its functions are divided into two main streams; Statutory (Enforcement) and Regulatory Permits.

The Statutory function requires Council to ensure that the statutory obligations of the Building Act and Building Regulations are enforced so that the amenity and safety of Moira Shire’s built environment is maintained.

The permit function operates in a competitive market as permits can be obtained from private building surveyors and other councils. The Permit function involves the issuing of building permits and carrying out of inspections that maintains the high quality of building construction and safety standards for all buildings within the municipality and surrounding areas.
### PRIMARY RESPONSIBILITIES AND KEY FUNCTIONS CONT...

#### Management/Development

- To represent Council at building related tribunals, appeals and legislative hearings.
- Provide technical advice, guidance and direction on procedural and legislative matters relating to building permits and Council statutory obligations under the Building Act.
- Manage the Unit’s human and physical resources to implement Council policies and procedures that will provide to customers the most efficient service practicable.
- Prepare and publish regular update building approval statistics for the Shire and any other data information to support regional economic development discussions.

#### Liaison with External Bodies

- Regularly liaise, communicate and negotiate with government departments, agencies and other relevant bodies to keep abreast of changing legislative and practice requirements for building/development assessment.
- Meet with various stakeholders of the development process and provide professional input to help inform all parties and negotiate understood and equitable outcomes.

#### Information and Marketing

- Attend local, regional and national forums where opportunity is provided to effectively promote new development and indicate how the section will assist to facilitate this.
- Promote to the Building Industry and general public the benefits of using the Council for the issue of its building permits.
- Prepare and disseminate relevant information on legislative requirements such as smoke detectors, swimming pool fencing, etc.

#### Administration

- Manage and be accountable for the performance of the staff members employed in the Building Unit.
- Assist to establish and monitor clear and precise performance standards for all Building Unit members and contractors.
- Provide sound and timely advice to the Council, General Manager and Manager on building control matters.
- Provide regular progress reports (monthly) to the Manager and General Manager and other relevant material for the Council Annual Report.
- Assist in the preparation of submissions to Federal, State and Industry bodies seeking partnerships, subsidies and grants.
- Ensure the appropriate training of staff by encouraging their participating in appropriate training courses and that they also have equipment and facilities that will enable them to perform their duties to best practice.
- Together with all the other sections of the Infrastructure General Managerate, publish public relations materials to educate the community on the importance of compliance with building legislation.
- It is recognised that this position will require duties to be performed outside normal business hours from time to time.

Although an employee may be appointed to a particular position, Council may ask for duties...
Moira Shire Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act 2013 and it is a core function of Council business.

At times the incumbent may be asked to assist in Council’s emergency management operations, within reason.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position has the roles of providing expert advice to the community and Council staff to facilitate building permits.
- The position will be required to manage the resources (both Statutory and Permit teams/sections) of the Unit.
- To perform the duties and exercise any powers as Municipal Building Surveyor are legislated under the Building Act 1993, Building Regulations 1994 and Codes that control building within the municipality.
- To contribute to the preparation of budget allocations for the Building Unit as part of total budget for the Infrastructure General Managerate.
- To be responsible for the expenditure that will deliver projects and undertake tasks provided by the Council budget.

### JUDGEMENT AND DECISION MAKING

- The ability to negotiate with customers who are in breach of regulations and then if required to investigate legal proceedings relating to such breaches.
- To report to the General Manager Infrastructure and Council on matters relating to non-compliance with relevant building legislation.
- To liaise with staff and make decisions on matters relating to the issue of building permits.
- Under delegation from Council, exercise the report and consents pursuant to the Building Regulations.
- Ability to discuss and solve problems, both within and outside the organisation with senior clients.

### OCCUPATIONAL HEALTH AND SAFETY COMMITMENT

- Perform duties in accordance with Legislation, Regulations, Codes of Practice and Council policies and procedures.
- Monitor occupational health and safety within area of responsibility.
- Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- Immediately report any hazards, incidents and accidents to relevant supervisor and take appropriate action.
- Participate in workplace inspections and in occupational health and safety training.
KEY COMPETENCIES

SPECIALIST SKILLS & KNOWLEDGE

- Extensive knowledge of building and related legislation including the Building Act and Building Regulations, Local Government Act and other relevant Acts and Statutes.
- Extensive experience in managing building services and application of the Building Act and Regulations including an awareness of the factors influencing State regulatory control of building and the operation of the competitive market.
- An understanding of Local Government, and other levels of Government operations, including an awareness of land use planning issues, and the relationship between planning and building approval processes, and ability to understand the legal and political context in analysing and/or preparing building surveying/compliance policies, procedures.
- Demonstrated experience in developing policy, procedures and management level reports.
- High standard of computer literacy in Microsoft Office suite of applications.
- Understanding of the importance of the role and how it relates to the long term goals of the wider organisation and the legal and political context in which it operates.
- Experience in community consultation and ability to represent Council at public meetings on matters relevant to building control.
- Computer Skills particularly in Microsoft products.
- Train staff to retain their competency whilst catering with changes to legislative and government directions.

MANAGEMENT SKILLS

- Strongly developed leadership and people management skills and the ability to motivate and develop staff.
- Proven ability to consult with, and influence a range of stakeholders in the community, government and corporate sectors.
- Demonstrated ability to develop options and resolutions to problems within short timeframes and available resources.
- Ability to implement change.
- Skills in managing time, setting priorities, planning and organising one's own work with minimum supervision.
- Demonstrated ability in commercial business management skills.
- Gain co-operation from staff and positively promote change and improvement to departmental functions.
INTERPERSONAL SKILLS

- Ability to effectively communicate with and gain cooperation and assistance from staff, customers, professionals and tradespeople.
- Ability to establish an environment that motivates and supports people to achieve a high output/result.
- Strong communication skills, including public speaking, writing of reports and submissions.
- Ability to gain cooperation and negotiate with applicants for permits and members of staff to resolve problems and ensure the smooth running of the Building team.
- Proven capacity in working with others in a productive, structured, cooperative and integrated way.
- Ability to maintain positive internal and external relations on behalf of Council.
- Well-developed oral and written communication skills.

QUALIFICATIONS AND EXPERIENCE

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Substantial management experience at a senior level within a government building section.</td>
<td>Qualified in staff supervisor / management.</td>
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<td>Registration with the Building Practitioners Board as a Building Surveyor (unlimited).</td>
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<td>Current drivers licence.</td>
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INHERENT PHYSICAL REQUIREMENTS

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<tbody>
<tr>
<td>High</td>
<td>Attendance at building / construction sites</td>
</tr>
<tr>
<td>Medium</td>
<td>Extended periods of sitting / computer work</td>
</tr>
<tr>
<td>Low</td>
<td>Working under pressure (e.g. constantly working to deadlines / conflict resolution)</td>
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KEY SELECTION CRITERIA

- Proven ability to work efficiently and discreetly in a sensitive and confidential environment.
- Proven performance in developing, implementing and maintaining co-operative working relationships between the building and construction industry private sector, Government agencies and community groups.
- Demonstrated ability to manage a building or similar section in a changing environment together with a well-developed knowledge and understanding of management principles and practices.
- Ability to investigate and prepare reports and recommendations on complex building issues as a part of development assessments.
- Registration as Municipal Building Surveyor.
- Strong interpersonal skills.
- A demonstrated pro-active approach to building approvals as part of the development assessment process.

AGREEMENT

I hereby agree to the terms and conditions of this Position Description.

Incumbent’s name: ________________________________ (Print)
Signature: ______________________________________ Date: __________________

Managers name: ________________________________ (Print)
Signature: ______________________________________ Date: __________________

REVIEW OF THIS POSITION DESCRIPTION

This position description will be reviewed in accordance with the Victorian Local Authorities Award 2001.