

POSITION DESCRIPTION

POSITION TITLE:	ASSISTANT BUILDING SURVEYOR
POSITION NO:	103475
DIVISION:	CITY PLANNING & PLACES
DEPARTMENT:	PLANNING AND DEVELOPMENT
SECTION:	BUILDING CONTROL SERVICES
STATUS:	PERMANENT FULL TIME
CLASSIFICATION:	BAND 5
OCCUPANT:	VACANT
LOCATION:	BROADMEADOWS MUNICIPAL OFFICES AND OTHER LOCATIONS WITHIN THE MUNICIPALITY
DATE:	JANUARY 2025

POSITION OBJECTIVES:

The key objectives of the position are:

- Provide professional Building Surveying assistance and support to the Municipal Building Surveyor.
- Ensure that the municipal building control responsibilities of the Council and the Municipal Building Surveyor are complied with in accordance with relevant Victorian building control legislation, council policies, Local Laws and guidelines.

KEY RESPONSIBILITIES AND DUTIES:

1. Building Surveying

- 1.1** Under the direction of and in support to the Municipal Building Surveyor, Building Surveyors and Building Inspectors and delegates, carry out accurate and timely compliance assessments of Building Permit applications in:
 - 1.1.1 Making recommendations in relation to issue of permits.
 - 1.1.2 Preparing further information requests.
- 1.2** In support of the Municipal Building Surveyor, carry out accurate and timely assessments of report and consent applications in:
 - 1.2.1 Making recommendations about Municipal Building Surveying decisions.
 - 1.2.2 Preparing application files and correspondence for decisions in an accurate and timely manner.
- 1.3** Provide accurate and timely professional Building Surveying advice and consultation to the public and officers of Council.

- 1.4** Prepare accurate and timely reports and correspondence in relation to building control matters relevant to Council's responsibilities as directed.

2. Building Inspection

- 2.1** Under the direction and advice of the Municipal Building Surveyor and delegates, assist with the carrying out of accurate and timely inspections, building control investigations and compliance audits to determine compliance with the relevant building control legislation, and make decision recommendations in relation to same.
- 2.2** Prepare accurate and timely correspondence, directions, notices, orders, permits and certificates for issue by the Municipal Building Surveyor in relation to inspections, building control investigations and compliance audits carried out.
- 2.3** Provide accurate and timely professional building control advice and consultation to the public and Officers of Council.

3. Administration

- 3.1** Undertake administrative, clerical and record keeping duties as required consistent with the role and duties of a Building Surveyor or Inspector, including letters, reports, data entry, archives and filing, file maintenance, property information, document copying, mail, facsimiles etc.
- 3.2** Compile, process and deliver reports, submissions and other documentation as required.

4. Customer Service

- 4.1** Attend to telephone and counter enquires in an efficient, effective and accurate manner in line with council policy.
- 4.2** Demonstrate a commitment to facilitate an effective customer service providing assistance to both internal and external customers

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Deputy Municipal Building Surveyor
Supervises:	N/A
Internal Contacts:	All Council Officers
External Contacts:	Building Surveyors Architects & Designers Builders Property owners General public Victorian Building Authority Building Appeals Board

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ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.
	All for Hume We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

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RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

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POLICE CHECK:

The incumbent must have and maintain a current Police Check

WORKING WITH CHILDREN CHECK:

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

PRE-EMPLOYMENT MEDICAL CHECK

- The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) ☒ YES ☐ NO
- The incumbent must undergo a Pre-Employment Audio Test ☐ YES ☒ NO

PSYCHOMETRIC ASSESSMENT

The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position ☒ YES ☐ NO

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Assessment of building proposals, building work and investigations for compliance and reporting to Municipal Building Surveyor with professional advice under the guidance and advice of the Council's Building Surveyors and Inspectors.
- Planning, organising and prioritising their general day to day work within set parameters and guidelines and as directed by the Municipal Building Surveyor. This position has scope to exercise discretion in the application of established standards and procedures.
- Providing accurate information to all internal and external customers and members of the public.
- Timely and accurate completion of administrative tasks, records and documentation associated with the key duties and responsibilities of the position.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- To provide for the assessment of building proposals, building work, building inspections, investigations for compliance under the guidance and advice of the Council's Building Surveyors and Inspectors.
- The incumbent is required to impart technical and legislative information and assistance within the scope of the position using knowledge developed through skills and experience, and re-direct more specific inquiries as appropriate under the

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guidance and advice of the Council's Building Surveyors and Inspectors.

- The incumbent is required to identify problems, which may at times be of a complex nature, and develop solutions in accordance with established procedures and guidelines, however, guidance and advice is usually available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Professional and Technical building control knowledge and experience so as to be able to deal with the range Building Surveying and Inspections matters, general building enquiries and advice under the guidance and advice of the Council's Building Surveyors and Inspectors.
- Well developed written and verbal communication skills.
- Proficient computer skills including data entry and processing skills in database applications and MS Word, Excel, PowerPoint, Outlook, Explorer.
- Ability to develop, monitor and continually improve procedures and systems.
- Ability to follow guidelines and procedures.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to effectively organise own time and maintain an efficient work schedule.
- Demonstrated ability to work cooperatively with colleagues and senior officers to ensure that work schedules are achieved.
- Ability to maintain professionalism, integrity and confidentiality.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Ability to work as part of a team in a demanding customer oriented environment.
- Ability to gain co-operation of, and communicate with a broad range of people from diverse backgrounds and cultures.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Advanced Diploma in Building Surveying.
- Working towards completing a Bachelor Degree in Building Surveying and the attainment of appropriate experience so as to qualify for registration as a Building Practitioner — Building Surveyor.
- Demonstrable experience in Building Surveying and Inspection.
- Current Drivers Licence.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc): XXXX				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Working towards completing an Advanced Diploma in Building Surveying or Bachelor Degree in Building Surveying and the attainment of appropriate experience so as to qualify for registration as a Building Practitioner - Building Surveyor.
2. An understanding of the Building Act 1993, Building Regulations, Building Code of Australia, Australian Standards and the underlying principles and ability to impart technical, legislative and general building related information and advice to customers, residents and ratepayers..
3. Proficient computer skills including data entry and processing skills in database applications and MS Word, Excel, PowerPoint, Outlook, Explorer.
4. Demonstrated ability to work as part of a team, prioritise workload and achieve deadlines.
5. Current Drivers Licence.

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