

Position Description

POSITION TITLE:	Cadet Building Surveyor
POSITION NO:	1262
DIRECTORATE:	Planning & Environment
DEPARTMENT:	City Development
SECTION:	Building
CLASSIFICATION:	Band 4
LOCATION:	Footscray
DATE:	July 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Municipal Building Surveyor
Supervises:	Nil
Internal Liaisons:	Manager City Development, Municipal Building Surveyor, all Council employees.
External Liaisons:	Residents, ratepayers, businesses, community groups, consultants, developers, other Councils, government departments, legal advisors, building & development organisations and professional associations and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

- Assist the Building Services Unit to administer and enforce Council's responsibilities under the Building Act and Building Regulations within the municipality.
- Develop the skills, knowledge and experience needed to become a suitably qualified Building Surveyor or Inspector.

DUTIES AND RESPONSIBILITIES

- Assist the Building Services Unit in administering Council's responsibilities for the administration and enforcement of the Building Act and Building Regulations.
- Develop the necessary skills, knowledge and experience to become a Building Surveyor or Inspector.
- Provide advice and liaise with relevant stakeholders including ratepayers, builders, occupiers and other Council departments via telephone, email and in person with building related enquiries.
- Assist with inspections of buildings and building works relating to complaints, essential safety measure audits and swimming pools, including preparing documentation and maintaining accurate, complete records.
- Provide a high standard of service to all customers, both internal and external to the department and organisation.
- Assist in the assessment of Council Report and Consent and POPE applications including, inspections, follow up and preparing documentation.
- Maintain Council's Swimming Pool and Spa safety barrier register, including follow up of outstanding compliance certificates.
- Assist in the assessment of applications for road and footpath occupation in regard to hoarding and gantry for building work including, inspections, follow up and preparing documentation.
- Pursue professional development opportunities by attending meetings and relevant training held by the Victorian Municipal Building Surveyors Group, AIBS and other relevant training organisations.
- Assist in the provision of administrative support in relation to the activities of the Building Services Unit.
- Represent Council positively at all times and foster positive working relationships across Council and with project partners and stakeholders;
- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Assist to maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Commitment to the provision of accurate and efficient quality customer service to internal and external stakeholders.
- Provide assistance and training to employees on position relevant procedures, systems and equipment.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with Council policy and procedures.

JUDGEMENT AND DECISION MAKING

- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities with advice and guidance always available, if required, from supervisor or other Council employees.
- Ability to make decisions concerning routine and defined administration functions without recourse to supervisor.
- Exercise good judgement and discretion regarding confidential issues.
- Show initiative and a proactive approach to improvement of processes related to the role as needed.

SPECIALIST SKILLS AND KNOWLEDGE

- An understanding of Council's policies, regulations and procedures associated with the position and other Council services, as required.
- A basic understanding of relevant Acts/Regulations as they apply to the role.
- An understanding of the relevant technology, procedures, processes and systems related to the role.
- Ability to research, collect, analyse and interpret information to perform role or assist supervisor on the drafting of reports and other documentation.
- Basic knowledge and experience in quality assurance as it applies for the position.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time within a complex and diverse range of projects and priorities to achieve targets within a set timetable.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focussed team.

INTERPERSONAL SKILLS

- Ability to establish rapport with all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports, and presentations with ability to review material for accuracy and provide attention to detail and quality.

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QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Completion of tertiary qualification in Building Surveying or currently enrolled in studying towards completion of a tertiary qualification in Building Surveying.
- Demonstrated digital literacy skills, including using the Microsoft Office suite of products, particularly Word, Excel, and Outlook programs.
- Physically fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre-employment medical check.
- No relevant criminal record found in a police check
- A current Victorian driver's license.

Desirable:

- Previous experience working in a building surveyor support role within the construction industry, building control within a local government context or building legislation.

KEY SELECTION CRITERIA

- Completion of tertiary qualification in Building Surveying or currently enrolled in studying towards completion of a tertiary qualification in Building Surveying.
- Demonstrated knowledge of the Building Act, Building Regulations, National Construction Code of Australia and Australian Standards.
- Demonstrated ability to effectively plan and organise workloads and prioritise tasks to meet tight deadlines.
- Understanding of building terminology and construction practices.
- Highly developed communication skills (verbal and writer) with the ability to develop strong working relationships both internally and externally.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: