

Position Description

POSITION TITLE:	Senior Building Inspector
POSITION NO:	1261
DIRECTORATE:	Planning & Environment
DEPARTMENT:	City Development
SECTION:	Building
CLASSIFICATION:	Band 8
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:	Businesses, community groups, consultants, developers, other Councils, government departments, legal advisors, building & development organisations, 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:

- Deliver effective and efficient inspection services across commercial, industrial, public, residential, domestic and ancillary buildings.
- Assist the Building Services Unit to administer and enforce Council's responsibilities under the Building Act and Building Regulations within the municipality.

DUTIES AND RESPONSIBILITIES

- Participating in Council's after-hours emergency call-out roster and attending call outs after hours at the request of emergency services and/or the Municipal Building Surveyor.
- 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.
- Undertake statutory inspections including dangerous buildings and structures, illegal buildings and structures, essential safety measures in the buildings, swimming pool barriers, temporary

structures, places of public entertainment and any other inspection, in accordance with the building legislation, approved permits and Council policies and procedures.

- Carry out complete investigations including preparations of notices of entry, inspection reports, correspondence and other documentation in accordance with building legislation and Council policies and procedures.
- Manage Councils combustible cladding investigations including undertake inspections, liaise with stakeholders and review documentation until a satisfactory resolution is achieved.
- Manage and implement Councils Annual Essential Safety Measure (ESM) program including undertaking inspections, liaise with stakeholders, review documentation until a satisfactory resolution is achieved.
- Assess Council Report and Consent and POPE applications including, inspections, follow up and preparing documentation.
- Assess applications for road and footpath occupation regarding hoarding and gantry for building work including, inspections, follow up and preparing documentation.
- Prepare building notices, building orders, emergency orders, building orders to stop work, building orders for minor work and associated correspondence for signing by the Municipal Building Surveyor and or their delegate.
- Prepare reports, correspondence, legal briefs and any other documentation to allow commencement of enforcement actions and act as an expert witness and/or informant where necessary.
- Effectively contribute to legal proceedings against breaches under the Building Act and Building Regulations and provide assistance in relation to court processes.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, and emails) in accordance with Council policy.
- 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 one's own safety and the safety of those around 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:

- Management/coordination of team and resources to meet operational and strategic requirements.
- Development and interpretation of policy within the context and delegations of the role.
- Achievement of the team's goals within agreed budgetary, time and quality constraints.
- Freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and adherence to budget.
- Decisions and actions may have an effect on public perception of the wider organisation.
- Adopt a proactive risk management approach to all Council activities that the position is responsible for and ensure that risks are identified, quantified, and controlled.
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met.

JUDGEMENT AND DECISION MAKING

- Ability to make decisions regarding policies, procedures and matters under the role's responsibility, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Strategic thinking, with ability to recognise problems and use initiative to identify and implement solutions within a wide unspecified range of options.
- Contribution to the development and adaptation of relevant policies, procedures and recognised standards.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing and efficient functioning of the team.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Provision of expert advice within the context and delegation of the role.
- Well-developed financial skills including budget formulation and monitoring.
- Ability to develop and produce comprehensive project and program reports.
- Ability to act as an internal consultant to all areas in the organisation within the area expertise.
- Highly developed analytical and investigative skills
- A thorough understanding of the long-term goals of the wider organisation and local government environment and of the legal and socio-economic and political context in which it operates.

MANAGEMENT SKILLS

- Ability to set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Leadership and supervision of large numbers of employees or tertiary qualified employees with extensive experience.
- Strong leadership, supervisory and motivational skills to support own team and other employees and provide on the job training and guidance.
- Performance management of team including the completion of quality audits to determine organisational need and opportunities for employee development.
- Responsible for compliance with the employers and employee's duty of care with respect to Occupational Health and Safety legislation and risk management requirements
- Ability to effectively apply and embody personnel policies and procedures including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.

Position Description

INTERPERSONAL SKILLS

- Ability to persuade, negotiate, gain cooperation and assistance from employees, management, clients, members of the public and other organisations to achieve defined objectives.
- Strong ability to lead, motivate and develop other members of staff.
- Ability to discuss and resolve issues with all levels of staff.
- Ability to negotiate with counterparts in other units or organisations to discuss and resolve problems.
- Excellent communication skills and the ability to write and present reports on complex matters.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Current registration (Without Conditions) as a Registered Building Practitioner Category of Building Surveyor Unlimited or Building Inspector Unlimited issued by the Building Plumbing Authority
- Tertiary qualifications in Building Surveying or a related discipline.
- Several years' relevant experience in Local Government or private sector within the building industry.
- Current Victorian Driver's License.

KEY SELECTION CRITERIA

- Current registration (Without Conditions) as a Registered Building Practitioner Category of Building Surveyor Unlimited or Building Inspector Unlimited issued by the Building Plumbing Authority
- A thorough knowledge and understanding of the Building Act 1993, Building Regulations 2018, National Construction Code, referenced Australian Standards and experience in applying these within current building practices to all classes of buildings
- Substantial prior Building Surveying or Building Inspection enforcement experience with a municipal or private organization.
- Well-developed communication and interpersonal skills with an ability to perform independently and as an integral team member within the organization.
- Ability to manage multiple tasks and deal with complex issues

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:

Position Description



Manager/
Coordinator:.....

Date: