

POSITION TITLE:	Building Inspector-Pool Safety	CLASSIFICATION:	6
REPORTS TO:	Municipal Building Surveyor	CONTRACT:	Permanent-Full-time
DEPARTMENT:	Municipal Building Surveyor Unit		

OUR STRATEGIC CONTEXT



VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

HOW YOUR ROLE CONTRIBUTES

The Building Inspector-Pool Safety will be responsible, on behalf of Council and the Municipal Building Surveyor, for the administration and enforcement of the swimming pool and spa safety barrier inspection and certification program that ensures a high level of swimming pool and spa safety barrier compliance. The role is also responsible for the coordination of the enforcement procedures required when Council receives Certificates of Pool Barrier Non-Compliance from building practitioners in the private sector.

RESPONSIBILITIES	KEY OUTCOMES
Manage and maintain Council's swimming pool and spa safety barrier inspection and certification program.	<ul style="list-style-type: none"> » Carry out swimming pool and spa safety barrier inspections and maintain the required information for Council's mandated swimming pool register » Ensure that all statutory obligations are adhered to when applications are submitted to Council to obtain Certificates of Compliance for swimming pool and spa safety barrier compliance » Issue Certificates of Pool Barrier Compliance and / or Certificates of Pool Barrier Non-compliance based on inspection results » Determine the appropriate course of enforcement action of private sector Certificates of Pool Barrier Non-Compliance by issuing Barrier Improvement Notices or Building Orders » Prepare inspection reports for residents based on the determined applicable pool barrier standard during inspection » Coordinate the swimming pool decommissioning program.
Contribute to a high quality customer service across the directorate	<ul style="list-style-type: none"> » Provide a timely, accurate and courteous service to customers » Ensure that a favourable public image is maintained at all times » Attend to telephone and onsite enquiries and respond to correspondence as required » Respond positively and punctually within specified timelines to customer enquiries and requests
Prepare reports and documentation	<ul style="list-style-type: none"> » Prepare Certificate of Pool Barrier Compliance, approval executed with the signature and registration number of the Building Practitioner (Building Inspector-Pool Safety) carrying out the inspection. » Prepare Certificate of Pool Barrier Non-Compliance, executed with the signature and registration number of the Building Practitioner (Building Inspector-Pool Safety) carrying out the inspection. » Prepare Barrier Improvement Notice that accompanies Certificate of Pool Barrier Non-Compliance indicating the required work to be carried out to achieve compliance » Prepare reports for residents highlighting findings of inspection on the swimming pool safety barriers. » Prepare submissions for hearings at the Building Appeals Board for Council or delegate decisions that are appealed
People leadership (for People Leaders only)	<ul style="list-style-type: none"> » Execute the procedures relating to the Council's Swimming Pool and Spa Safety Program within statutory requirements and expectations of timelines, process and efficiency » Actively identify and implement continuous improvement initiatives and develop policy options for consideration to the benefit of the MBS Unit and the Liveability and Compliance Department and the organisation. » Lead the swimming pool and spa safety team in the administration and enforcement of the inspection and certification program to ensure Council's statutory obligations are met.

KEY WORKING RELATIONSHIPS



Direct reports:	Municipal Building Surveyor
Internal:	Municipal Building Surveyors Unit, Report and Consent team, Building Administration team, other Council departments
External:	Victorian Building Authority (VBA), Building Appeals Board (BAB), Private Building Surveyors (PBS), Applicants/Designers/Builders, Council and external Solicitors, other councils, public members, residents

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> • Manage and execute the enforcement and certification of swimming pool and spa safety barrier inspections, as required. • Provide professional and specialist advice to residents, builders and the general public with respect to swimming pool and spa safety matters. • Complete the procedures relating to the Council's Building Surveying functions within statutory requirements and expectations of timelines, process and efficiency. • Train and provide guidance to Technical Assistants with reference to enforcement and administration of swimming pool and spa safety inspections. • Represent Council and prepare submissions for hearings at the Building Appeals Board for Council or delegate decisions that are appealed.
Judgement and decision-making	<p>Exercise independent judgment in relation to:</p> <ul style="list-style-type: none"> • Onsite decisions, directions, advice, interpretations and problem solving in accordance with the Building Act, Building Regulations, Building Code of Australia and other statutes. • Advice and recommendations to the Manager, Coordinators and Assistant Building Surveyors in respect to illegal building works, non-complying building works, council reports and general correspondence. • Negotiate with Designers, Builders and Applicants on options for achieving compliance with building and statutory requirements. • Utilise methods and processes in the department's service delivery to optimize on customer service. • Interpretation, decisions and advice in accordance with the Building Act, Building Regulations, Building Code of Australia and other statutes.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Detailed knowledge and understanding of the underlying principals of the Building Act, Building Regulations, Building Code of Australia, relevant Australian Standards and other relates statues. • Ability to accurately relay the content and principles of the Building Act and Regulations to customers both in the community and the building industry in a courteous and professional manner. • Ability to competently conduct statutory swimming pool and spa inspections. • Proficiency in reading and interpreting building plans, specification and technical literature relating to the construction and demolition of buildings. • Detailed knowledge and understanding in using and maintaining a computer system
Management skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities, planning and organising one's own work with minimal supervision • Capacity for decision-making, setting priorities, planning and organising reasons for decisions • Ability to educate and develop others in the swimming pool and spa safety inspection process • Well-developed verbal and report writing skills • Ability to train others and implement change
Interpersonal skills	<ul style="list-style-type: none"> • Ability to effectively communicate with and gain co-operation and assistance from Builders, Owners, Customers, Professionals, Tradespeople and members of staff • Developed skills in oral and written communications over a wide spectrum of professionals including Builders, Tradespeople and the public • Ability to discuss, persuade, convince and negotiate to resolve problems • Contribute to establishing an environment that motivates and supports people to achieve a high level of performance
Qualifications and experience	<ul style="list-style-type: none"> • Tertiary qualification in Building Surveying/Building Inspection/Building Inspection-Pool Safety • Current registration as a Building Practitioner with the Victorian Building Authority in the category of Building Inspector – Pool Safety, however Building Inspectors with Unlimited or Limited category registrations will also be considered. • Knowledge of current Building Regulations, Act, Codes, Standards and relevant industry practices and experience in building notices, orders and processes associated with enforcement • Practical experience in the industry including demonstrated knowledge of swimming pool safety barrier provisions across all relevant Australian Standards.

WHAT WE ARE ALL RESPONSIBLE FOR



Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: