



JOB TITLE Building Surveyor Assistant	CLASSIFICATION Band 6	REPORTS TO Coordinator Municipal Building Surveyor Unit
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WHAT WE TRUST YOU TO DELIVER




- » Assist Building Surveyors and Building Inspectors in the administration and enforcement of Council's Building Permit functions for compliance with relevant legislation and make recommendations to the Municipal Building Surveyor or Delegate for issue or refusal
- » Assist Building Surveyors or Building Inspectors to inspect buildings for compliance with regulations, including dangerous buildings, and liaise with the Municipal Building Surveyor or Delegate regarding appropriate action
- » Undertake duties associated with enforcement and prepare relevant compliance related documents for sign off by the Municipal Building Surveyor or Delegate
- » With the support of senior Municipal Building Surveyor Unit team members, conduct prompt and proper investigation of complaints received concerning building related matters and prepare investigation briefs, including the preparation and collation of all relevant information
- » Provide courteous, timely and accurate Building Surveying advice to the public
- » Liaise with counterparts in other councils and private sector to discuss building regulatory matters and with other Employees in other functions in council to resolve intra-organisational problems
- » Positively contribute to the continuous improvement of Department policies, processes, and systems to enhance the efficiency of the system and service to our customers and the community

WHAT YOU'LL NEED TO THRIVE




- » Practical experience in a similar position within the Building Surveying industry
- » Good knowledge and understanding of the underlying principles of the Building Act, Building Regulations, Building Code of Australia and other related statutes
- » Ability to liaise with and accurately relay the content and principles of these Acts and Regulations to other Council departments, regulatory authorities and the general public in a courteous and professional manner
- » Proficiency in reading and interpreting building plans, specifications and technical literature
- » Strong written communication skills, and ability to prepare accurate and succinct reports and correspondence
- » Excellent customer centric ethic with the ability to deal with difficult customers with respect, sensitivity and tact
- » Demonstrated time management skills with the ability to achieve outcomes within designated timelines
- » Completed, or near completion in tertiary studies to become a Building Surveyor, with experience in the construction industry, building control in Local Government and/or application of building legislation

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long term growth and career development.
- » Provide access to our Executive Team to share ideas and make a positive difference across the organisation.


WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	2	2	2	2	2
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	2	2	2	2	2