

JOB TITLE Cadet Building Surveyor	CLASSIFICATION Band 4	REPORTS TO Coordinator Municipal Building Surveyor Unit
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WHAT WE TRUST YOU TO DELIVER



- Under supervision, carry out examination of applications for building permits with respect to the construction of new buildings, alterations, repairs and change of occupancy in existing buildings in accordance with the provisions of the Building Act 1993, the Building Interim Regulations 2017 and other relevant legislation.
- Attend counter and telephone enquiries from residents, proprietors, public authorities or other persons, and ensure the maintenance of good community relations.
- Develop an understanding of relevant legislative requirements and support the Senior Building Surveyor to carry out high level, professional building control functions as a delegate of the Municipal Building Surveyor (MBS)
- Assist in administering building and occupancy permit applications made to the MBS unit and follow up old building permits where final inspections have not been approved

WHAT YOU'LL NEED TO THRIVE



- Ability to read drawings and visualise forms in three dimensions and use MS Office products and other relevant software
- Excellent customer centric service 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
- Basic knowledge of the Building Act 1993, Building Interim Regulations 2017 and the Building Code of Australia 2016
- A keen interest in buildings and the construction of buildings
- Demonstrated ability to work in a team environment and positively contribute to the team.
- Ability to effectively prioritise and manage own workload
- Current Victorian drivers licence
- Commenced or enrolled in studies necessary to be a building surveyor as well as experience in the construction industry, building control in Local Government and/or with the 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	Technology Savvy	Systems Thinking	Inspiring People	Customer Centric
LEVEL	2	2	1	2
CAPABILITY	Developing self & others	Building Relationships	Communicating & Presenting	Delivering results
LEVEL	1	2	2	2