Melton City Council

Building Compliance and Essential Safety Maintenance Officer

Position Description

PD: 00590

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Building Compliance and Essential Safety Maintenance Officer
Directorate	City Delivery
Business Unit	Facilities and Asset Services
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Program Leader Front Line Services
Supervises	Service Contractors and Specialist Compliance Contractors
Internal liaisons	• Facility Maintenance team • Facility Management team • Governance • Facility Managers • Other Council Service Units • Other Council Service Units
External liaisons	• Facility Users • Suppliers • VicPol • Community Groups

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, and actively participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- To coordinate and continuously improve Council's Building Compliance and Essential Safety Measures (ESM) program, ensuring Council's buildings and facilities meet statutory, regulatory and safety obligations.

- The role is responsible for managing compliance systems, inspections, reporting, contractor performance and corrective actions to support the safe, compliant and effective operation of Council's building portfolio.

5. Key responsibility areas

- Coordinate Council's Essential Safety Measures (ESM) and building compliance activities across the property portfolio, including scheduling and monitoring statutory inspections, testing, maintenance, certification and associated compliance requirements.
- Maintain building compliance registers, systems, records including relevant asset information, ensuring details are accurate, current and accessible to support compliance monitoring, reporting and emergency readiness.
- Provide administrative and operational support for building compliance requirements associated with Council projects, including coordinating relevant documentation, inspections emergency arrangements and follow-up actions to support safety, accessibility and ongoing compliance
- Monitor building compliance activities, identify outstanding requirements and follow up corrective actions with relevant stakeholders and contractors, escalating identified risks and unresolved issues as required.
- Support the maintenance and review of Emergency Management Plans (EMPs) by providing property, asset and operational information to Building Responsible Owners, coordinating input from relevant business areas, and contributing to the review of emergency events and exercises to support continuous improvement.
- Manage compliance contractors and service providers, including arranging inspections, monitoring service delivery, following up outstanding works and liaise with internal stakeholders and relevant authorities.
- Prepare routine compliance reports and assist with internal and external audits, reviews and assurance activities.
- Provide operational support across Facilities Operations and Maintenance, including assistance with Service Desk functions during extended absences and participation in the after-hours roster to provide high-level support to Councils After-Hours Duty Officer.
- Perform other duties and tasks that could reasonably be expected of the position in accordance with the multi-skilling clause of the Melton City Council Enterprise Agreement.

6. Accountability and extent of authority

- Freedom to supervise resources is governed by clear objectives and/or budgets with frequent prior consultation with senior staff and a regular reporting mechanism.
- Ability to provide specialist advice or regulate clients subject to close supervision and clear guidelines, the effect of decisions on individual clients may be significant but are always subject to appeal or review by more senior employees.
- Capacity to provide direct support and assistance to senior employees with the freedom to act not limited simply by standards and procedures.

7. Judgement and decision making

- Work objectives are usually well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Ability to solve problems using procedures, guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Capability to solve occasionally complex or technical problems not previously encountered, utilising some creativity and originality.
- Guidance and advice are usually available within time to make a choice.

8. Specialist knowledge and skills

- Ability to interpret regulations with an understanding of the underlying principles involved as distinct from practices.
- Possess an understanding of the long-term goals of the business unit with an appreciation of the goals of the wider organisation.
- Understanding of the functions of the position within the organisational context including relevant policies, regulations and precedents.

9. Management skills

- Developed skills in managing time, setting priorities and planning and organising own work to efficiently achieve specific and set objectives within the available resources and timeframes.
- Understanding of and ability to implement personnel practices including those related to Equal Employment Opportunity, Occupational Health and Safety and employee development processes if required to supervise employees.

10. Interpersonal skills

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Ability to write reports within field of expertise and/or prepare external correspondence.

11. Qualifications and experience

- Tertiary qualification in facilities management, building compliance, engineering services or a related discipline, with limited or no relevant experience; or lesser formal qualifications combined with relevant practical experience.
- Familiarity with Victorian Building Regulations, Essential Safety Measures requirements, and National Construction Code obligations.
- Experience supporting compliance systems, statutory maintenance programs, contractor management, procurement activities, or facilities management systems.
- Experience working within local government, the public sector, or a large multi-site property portfolio will be highly regarded.

- A current Victorian Driver Licence.

12. Key Selection Criteria

1. Demonstrated knowledge of Victorian Building Regulations, the National Construction Code (NCC), and Essential Safety Measures (ESM) compliance requirements, with the ability to apply this knowledge in an operational environment.
2. Experience supporting and coordinating building compliance activities, statutory maintenance requirements and ESM programs across diverse property portfolios.
3. Demonstrated ability to coordinate service contractors, monitor service delivery, maintain contract records and follow up outstanding works and compliance requirements.
4. Well-developed analytical and problem-solving skills with experience in auditing, compliance monitoring, risk management, corrective actions, and contribute to continuous improvement.
5. Demonstrated ability to prepare reports, maintain accurate records and communicate effectively with a broad range of stakeholders.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Facilities and Asset Services	November 2026	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date