POSITION DESCRIPTION

Position:	**TECHNICAL OFFICER – BUILDING**
Employment Status:	Full Time 1.0 FTE
Position number:	1234
Directorate:	Infrastructure and Development
Unit:	Development Services
Classification:	Band 5
Date adopted/reviewed:	13/11/2026
Document number:	DOC/25/11118

THE UNIT

The Development Services unit incorporates the Mount Alexander Shire (MASC) Strategic and Statutory Planning, Community Safety and Amenity and Public and Environmental Health teams as well as the Building Services of MASC and Hepburn Shire teams. The unit is community focused, working to ensure the sustainable development through land use planning, compliance and keeping our communities safe.

POSITION OBJECTIVES

- Provide technical support to Building Enforcement to effect compliance with relevant statutes to ensure that building works within the municipalities of Mount Alexander and Hepburn Shires to provide an acceptable level of health, safety, amenity and sustainability.
- Use discretion to provide building advice in line with the Building Acts and Regulations to internal and external stakeholders of both Councils as required.
- Provide both administrative and technical support to the Building Services team, including Municipal Building Surveyor to both Councils as required.
- Assist in the delivery of friendly, accurate and timely customer service, including responding to general telephone and counter enquiries from the public relevant to both Council if required.

KEY RESPONSIBILITIES AND DUTIES

- Provide administrative and technical support to the Building Services team in the preparation of building notices and orders and other functions and services under the Building Act and Regulations that does not require a Registered Building Practitioner to perform.
- Provide timely, accurate and customer focused services, including at the counter and over the phone, building surveying and regulatory matters to the general public, residents, and registered practitioners. Undertake inspections for report and consent applications; and investigation of building works within limit of skill.
- Keep up to date with all Acts, Regulations, reference documents, registered approvals, Council policies and Codes of Practice and be familiar with the current situation concerning each document.

- Undertake assigned tasks and duties as limited by criteria controlled by the Building Act and regulations.
- Investigate new building materials and construction techniques, including new Codes and amendments to Acts and Regulations.
- Assist in the maintenance and review of registers and ensure registers are upgraded as necessary.
- Document and record decisions as made into Councils records system.
- Assist in the issue of inspection notices where building works are not in accordance with approved plans or regulations.
- Review and manage Report and Consent Applications and provide appropriate correspondence and recommendations to the Municipal Building Surveyor or delegate.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Building Services
Supervises:	Nil
Internal liaisons:	Building Surveyor Limited, Building Inspectors, Municipal Building Surveyor, Business Support Officer, Manager and all staff within the Development Services Unit, other Council staff and Councillors.
External liaisons:	Victorian Building Authority, Community Groups and organisations, other councils, applicants for building permits and other consents, members of the public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide advice and information to clients and information and support to more senior employees as required.
- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time.
- Use discretion to provide technical building advice and information in line with the Building Acts and Regulations, both Councils and departmental guidelines.
- Ability to work with sufficient freedom to plan one's own work.
- The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- Prepare documentation for signing by the Municipal Building Surveyor or delegate as required.

JUDGEMENT AND DECISION MAKING

- Required to assist with telephone and counter enquiries and provide information/advice or refer enquiry/matter to other officer/s.
- The objectives of the position are usually well defined with the method or process to be used determined from a range of suitable alternatives.
- Judgement is required in the application of technical and administrative procedures and in the need for confidentiality when dealing with issues.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity or originality is required.
- Guidance and advice from more senior employees would usually be available within the time required to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

- Required understanding of the relevant technology, procedures and processes used within the Building Services department.
- Where involved in interpreting regulations the incumbent requires an understanding of the underlying principles involved as distinct from practices.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- An understanding of the goals of the Unit and an appreciation of the goals of the wider organisation.
- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and/or proficiency in the operation of equipment.
- Proficient in the use of computer software including Microsoft Office suite.
- Knowledge of office administration systems and the ability to use such systems competently.
- Ability to solve problems through discussion, negotiation and teamwork.

MANAGEMENT SKILLS

- Ability and skills in managing time, setting priorities, planning and organising one's work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable, in an environmental of change and conflicting demands.

INTERPERSONAL SKILLS

- Ability to demonstrate and display the organisations' values and behaviours.
- Ability to provide excellent customer service, responding to all enquiries in a professional manner.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- Well-developed oral and written communications skills.
- Proven ability to work with an outcome focused approach, with minimal supervision and in support of team members to provide excellent customer service.
- Ability to deal with sensitive issues and confidential information.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in Building Surveying with some experience, or less formal qualifications with knowledge and skills commensurate with the requirements of the position.
- A current motor vehicle driver licence is essential.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. We welcome applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Mount Alexander Shire Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Mount Alexander Shire Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the *Public Records Act 1973*, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- Degree or Diploma in Building Surveying and/or relevant technical skills and knowledge.
- Demonstrated knowledge of the Building Act, Building Regulations and Building Code of Australia.
- Demonstrated high level of customer service skills to communicate effectively and efficiently with the external customers, providing excellent customer service.
- Demonstrated organisational skills and ability to manage time, set priorities, plan, and organise individual workload.
- Ability to work in a team environment and gain the cooperation and assistance of other team members, Council management and staff.
- Sound verbal and written communication skills with the ability to record accurate notes and preparation of routine correspondence as required.
- Proficient in the use of computer software including Microsoft Office suite and software.

AGREEMENT AND ACCEPTANCE

Signed on behalf of Mount Alexander Shire Council:

Manager Development Services:	
Date:	

I understand, agree to and accept the role as outlined in accordance with this position description:

Employee Name:	
Signature:	
Date:	

Position descriptions are varied from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources team to ensure the version you are using is up to date.