BUILDING INSPECTOR

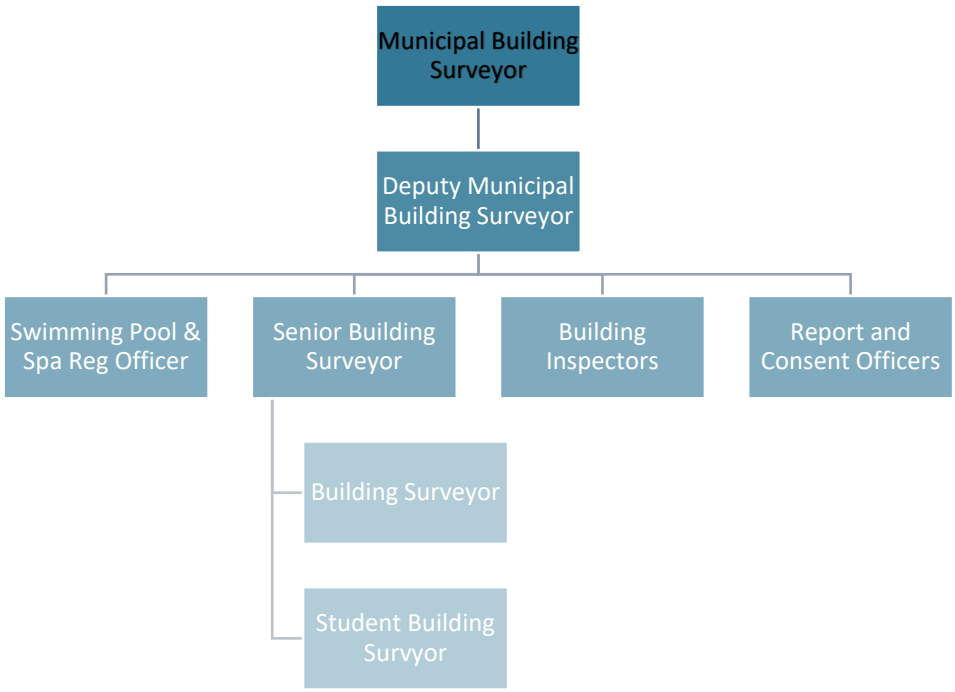
Position Number:	P080004
Banding/Remuneration:	Band 6
Division/Branch:	City Development / City Planning
Reports To:	Deputy Municipal Building Surveyor
Date Approved:	October 2026

Position Objectives:

Conduct and co-ordinate building inspections as required and in accordance with the Building Act and Building Regulations. Provide responsive, prompt and competitive customer services to the community whilst ensuring that buildings are constructed and maintained to acceptable levels of safety and amenity for occupants and members of the public.

Investigate complaints and any breach of the Building Act and Building Regulations and carry out and co-ordinate the appropriate enforcement actions required by the Act and Regulations.

Team Structure:



Key Responsibility Areas:

- Carry out the inspection of buildings within the City of Monash ensuring compliance with the building permit documentation, approved siting context, the Building Act, Building Regulations, Building Code of Australia and other Codes, Standards and Local Laws as applicable.
- Approve inspections or give the necessary directions to the builder/owner in verbal or written form as required under the Act and Regulations in a timely manner.
- Investigate complaints and determine which provisions, if any, of the Building Act and Building Regulations have been contravened and carry out the appropriate enforcement actions required by the Building Act and Building Regulations in a timely manner
- Implement and co-ordinate Council's Maintenance of Essential Safety Measures and Swimming Pool Safety programs in accordance with Council's policies.
    - Carry out swimming pool and spa barrier compliance inspections, and as required, follow through with enforcement procedures pursuant to the Building Act and Building Regulations in a timely manner.
    - Carry out Maintenance of Essential Safety Measures compliance inspections and as required, follow through with enforcement procedures pursuant to the Building Act and Building Regulations in a timely manner.
    - Prepare Notices, Orders, Infringement Notices and Certificates of Compliance when required for signature by the MBS or DMBS
    - Accurately record and maintain inspection and property statistical information in the computer database. Provide monthly program statistics reports to the DMBS and provide statistical information for media release and to other stakeholders as directed.
    - Contribute to the development of policy, processes and improvement of
    - the computer database and programs and provide pro-formas for inclusion into the quality management manuals.
    - Carry out compliance audits on Council buildings and provide reports as required.
- Assess building works and the structural condition of existing or dangerous buildings, where fire, impact damage or illegal works have occurred or been carried out and take appropriate enforcement action required by the Building Act and Building Regulations in a timely manner.
- Survey allotments and adjoining allotments where building works are proposed, to obtain or confirm site context information about existing or adjoining buildings to facilitate determination of any matters in an application concerning the siting provisions of the Building Regulations
- Liaise with the MBS, Building Surveyor and Administration teams to ensure ongoing efficient use of resources and cost effectiveness in customer service delivery. Contribute to policy development and proposals aimed at improving the quality of the building surveying and inspection services in accordance with Council's objectives.
- Liaise and professionally advise Architects, Engineers, Builders, Owners and Occupiers, on site, by telephone and at the counter to promote safety and compliance with the Building Act and Building Regulations
- Administer the building inspection processes by maintaining accurate records and ensure timely completion of files. Carry out regular and timely entry of inspection data into the various computer databases in use by the Building Surveying Division. Prepare Certificates of Final Inspection, Occupancy Permits, Notices, Orders and Infringements in accordance with the Building Act and Regulations and the requirements of the MBS

- Prepare relevant written correspondence and accurate reports using photographs where required, in accordance with the requirements of the MBS.
- Conduct other duties as required by the MBS or DMBS, from time to time, within the skills, competency and training of the incumbent.

Accountability and Extent of Authority:

- Provide accurate reporting of on-site issues to the MBS or DMBS and implement new initiatives as directed.
- Enter properties and inspect building works, issue verbal directions on-site and follow up with written directions in a timely manner. When necessary, take appropriate enforcement action, collect evidence, prepare Reports, Notices, Orders, Infringements and files for further investigation by an appointed Legal Agent where a case is to be brought for prosecution.
- Report unsafe building sites or unsafe building practices to the MBS or DMBS in a timely manner.
- Develop, implement and maintain policies and programs for specialist areas such as Maintenance of Essential Safety Measures, Swimming Pool Barrier Safety and Disabled Access equity. Assist in the planning and implementation of projects and initiatives as required and directed.
- Provide professional and specialist advice to Ratepayers, Owners, Builders Architects, Engineers and the public with regards to building control matters
- Represent Council in Court and at other hearings as directed.

Judgement and Decision Making:

- Make judgements, decisions and determine appropriate actions in accordance with the Building Act, Building Regulations and associated Codes, Standards, Local Laws, Council's policies and delegations, whilst maintaining special regard to life safety, health and amenity, property protection, compliance and effective customer service delivery
- Make informed judgements and decisions when providing internal advice and recommendations within the organisation and through general correspondence.
- Make judgements and decisions relating to on-site problem solving of a complex, technical and unusual nature using past experience and knowledge of building practices and statutes, often without guidance.
- Make judgements and decisions as to the implementation of enforcement processes in accordance with the Building Act, Building Regulations and Council policies, and to the preparation of Notices, Orders and Infringements with respect to dangerous buildings, illegal building works and illegal occupancy issue.

Specialist Knowledge and Skills:

- Maintain up to date working knowledge and demonstrate an understanding of the Building Act, Building Regulations, Building Code of Australia and referenced Standards. Keep abreast of amendments to the Act, Regulations, Codes and Standards as well as Practice Notes, Ministerial Guidelines, Orders and Bulletins issued from time to time by the Victorian Building Authority
- Maintain comprehensive knowledge of the building industry, current techniques, systems, materials, methods, practices and procedures to enable application of responsible judgement to on-site decision making and advice.

- Maintain an understanding of basic engineering principles relating to building construction in the disciplines of Structural, Mechanical, Electrical, and Geotechnical Engineering
- Maintain an understanding of current computer software for building inspection and enforcement processes, and an ability to effectively use databases, word processing, and computer-based information systems
- Well-developed interpersonal written and verbal communication skills including the capacity to clearly articulate reasons for decisions.
- Maintain up to date knowledge of all relevant OH&S Codes of practices.

Management Skills:

- Self-management skills in prioritising and organising activities and appointments for efficient use of time and resources whilst providing prompt, competitive customer service delivery
- Train others in the duties of building inspection, enforcement processes, implementation of other programs such as Swimming Pool Safety, Maintenance of Essential Services and the associated administration and computer tasks
- Effectively manage personal safety and protection when conducting inspections due to the hazardous nature of construction sites

Interpersonal Skills:

- Ability to discuss, persuade, convince and negotiate to resolve problems.
- Ability to effectively communicate with and gain co-operation and assistance from builders, owners, customers, professions, trades people and members of staff.
- Ability to communicate complex technical information in a simplified and succinct manner where required.
- Ability to communicate effectively in a respectful and considerate manner when dealing with distressed, agitated and aggressive persons. Ability to defuse volatile situations.
- Ability to participate in and contribute to an environment that motivates and supports the inspection team to achieve high levels of performance.

Qualifications and Experience:

- Preferably an academic qualification such as a tertiary level Diploma in Building Inspection or Building Surveying from an accredited institution.
- Current registration as a Registered Building Practitioner, Category of Building Inspector issued by the Building & Plumbing Commission is preferred.
- A thorough knowledge and understanding of the Building Act, Building Regulations, National Construction Codes Volumes 1 and 2, referenced Australian Standards, and experience in applying these and current building practices on-site.
- Substantial prior building inspection experience with a municipal or private organisation in all classes of buildings.
- Current drivers' licence.

Key Selection Criteria:

- Academic qualification equal to a tertiary level Diploma in Building Inspection or Building Surveying from an accredited course.
- Current registration as a Registered Building Practitioner in the Category of Building Inspector issued by the Building & Plumbing Commission.
- A thorough knowledge and understanding of the Building Act, Building Regulations, National Construction Codes Volumes 1 and 2, referenced Australian Standards and experience in applying these and current building practices on-site to all classes of buildings.
- Substantial prior building inspection and enforcement experience with a municipal or private organisation.
- Well-developed communication and interpersonal skills with an ability to perform as an integral team member within the organisation.
- Ability to manage multiple tasks and deal with complex issues whilst having sound experience in using relevant computer software packages.

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- Accountability
  We are responsible for our actions and behaviours every day.
- Respect
  We value diversity and appreciate others.
- Teamwork
  We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.