



Position Description

Position Title	Deputy Municipal Building Surveyor (DMBS)
Position Number	2673
Division	Planning and Place
Department	Municipal Building Surveyor
Team	Municipal Building Surveyor
Position Status	Permanent Full time
Classification	Band 7
Position Reports to	Municipal Building Surveyor
Position supports and assists the Municipal Building Surveyor to supervise the team	Senior Building Surveyor, Building Inspector, Building Surveyor's Assistant (3), Permits and Consents Coordinator & Student Building Surveyor (2 Part Time)
Date Reviewed	April 2025

Position Objective

The Deputy Municipal Building Surveyor (DMBS) is responsible for providing support and guidance to the Municipal Building Surveyor Team to undertake its statutory duties in accordance with Building Act 1993 and other relevant legislation, and for providing specialist regulatory and technical advice to Council, ratepayers, applicants and other stakeholders.

This position is required to play a key role in assisting in a leadership capacity the Municipal Building Surveyor to foster a positive relationship with internal Council facility and service providers, to ensure the levels of building construction and compliance are of the highest standards. This senior position also plays a key role in working with external customers to ensure levels of building construction and compliance are of the highest standard.

Key Responsibilities

1. Functional Responsibilities

- Perform the statutory duties in accordance with organisational delegations of which key aspects include:
 - Assess complex Council Building Permit Applications and assist as required in Building Permit inspections;
 - Undertake inspections and where appropriate issuing Building Notices and Orders in accordance with organisation delegations and where required pursuing resolution in accordance with Council Policy;
 - Process requests For Consent made to Council under the Building Act.
- Provide expert technical advice to relevant Council business units undertaking building works and the community in respect of Statutory Building requirements and Building Enforcement matters.

- Respond on a regular basis to building complaints and enforcement issues in accordance with Council policy.
- Assist the Municipal Building Surveyor as required, with Council's involvement in broader Municipal Emergency Management Planning Committees (MEMPC) activities. Examples may include (but are not limited to), attending sub-committee meetings, reporting on matters relevant to the committee, attending where required the Emergency Coordination Centre, and staff education programs on emergency management.
- Participate leadership and support for the Statutory Building Emergency After Hours service (on a rostered basis as required).
- Assist the Municipal Building Surveyor (MBS) in developing operational policies and preparing budgets.
- Liaise with agencies and authorities in relation to dangerous building incidents and when necessary, take enforcement action to reduce risks to the Council, building occupants and public and private property.
- Review and signoff enforcement and building permit documentation as required.

2. Leadership

- Provide leadership, support and guidance to the team by actively championing a high performing positive and inclusive team culture that encourages collaboration, innovation and continuous improvement and deliver quality outcomes.
- Assist the Municipal Building Surveyor (MBS) prioritise the growth and development of the team to deliver quality outcomes by regularly discussing strengths, development areas and identify learning opportunities through the implementation of reviews and development plans.

3. Correspondence and Representation

- Prepare and efficiently finalise high quality correspondence that is able to be issued within the boundaries set by the roles delegations.
- Represent Council in a variety of forums including community education and liaison.
- Attend and represent Council as required in professional forums including the Victorian Building Appeals Board, Victorian Municipal Surveyors Group and in discussions with relevant State Government Departments and Agencies.

4. Customer Service

- Actively participate and encourage the development of key customer service initiatives undertaken within the organisation.
- Provide timely and accurate advice to customers on matters relating to the Building Act and Regulations.
- Contribute to the direction and development of the Municipal Building Surveyor Team by participating in meetings, providing input into systems reviews and demonstrating significant flexibility and responsiveness to meeting service needs.
- Foster strong relationships with Council Departments including City Development, City Economy and Innovation, Infrastructure, Advocacy, Communication and Engagement and Customer Experience and Corporate Performance to assist councils front line customer interactions.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is financially responsible for:

- Nil or in line with Council delegations.

The incumbent has delegated authority for:

- As provided for by Instrument of Delegation S6, S7 and S12.

The incumbent is responsible and accountable for:

- Responding to and resolving Building complaints in accordance with the Building Act and Building Regulations and established Council Policy.
- Fostering the relationship with internal Council Facility and Service providers to ensure the levels of building compliance are in accordance with the Building Act and Building Regulations.
- Providing education across areas relevant to statutory building functions of Council.
- Demonstrating an exemplary approach to customer service for the team.
- Due to the senior nature of the role, the incumbent is required to undertake the above tasks within the delegations provided with limited day-to-day involvement from the Municipal Building Surveyor (MBS).
- The incumbent will be required to act when the Municipal Building Surveyor (MBS) is on leave and consequentially during these periods act as Council's Municipal Building Surveyor.

The freedom to act is set by policies, objectives and budgets, actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation.

2. Judgment and Decision Making

The incumbent is accountable for:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate.
- It is expected that the incumbent is able to make a significant number of decisions in accordance with the position's delegation.

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Maintain a comprehensive knowledge and understanding of the Building Act, Regulations, relevant Codes and Australian Standards and an ability to inform management of any relevant regulatory changes.
- Ability to use and identify enhancements to corporate applications generally available within Local Government.
- An ability to perform all technical competencies required of the incumbent under the delegations provided.
- Strong solutions focused skills in responding to compliance issues associated with the Building Act and Building Regulations.
- An understanding of the needs of Council to maintain and update its building stock to meet current legislative requirements in order to provide a wide range of services to its community through its diverse building stock.

4. Management Skills

The following management skills are required to be utilised:

- An ability to autonomously plan, prioritise and organise work in an environment of often conflicting demands.
- Provide leadership and guidance to all team members.
- Active participation in personal, team and organisational development activities.
- The ability to exercise judgment in relation to determining work priorities
- The utilisation of Council's systems to manage corporate information.

5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Display a commitment to the highest quality customer service.
- An ability to encourage and motivate team members.
- Interpret and convey complex information to different audiences in a simple manner using a range of mediums.
- Ability to develop positive client / customer relationships.
- Possess strong problem solving and dispute resolution skills.

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- A tertiary qualification in Building Surveying or equivalent.
- Registration as a Building Practitioner in the category of Building Surveyor Unlimited with the Building Practitioner's Board in Victoria. Applicants with Building Surveyor Limited registration who have relevant experience and are working towards unlimited registration will also be considered.
- Substantial experience as a practising Building Surveyor.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

Values and Behaviours	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none">• We make a difference• We show care and respect• We take pride in our work• We are better together
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
Legislative Framework	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p>

	<p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQA+ communities, culturally and linguistically diverse persons and persons with a disability.</p>
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Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Hold and maintain a Working with Children Check
- Pre-employment Health Declaration
- Driver's License valid in Victoria

International Police Checks

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council's Aged & Disability Services, Health & Local Laws and Social & Community Services.

Inherent Physical Requirements

Category B – Desk based / General administration role - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.