

WHITEHORSE CITY COUNCIL

Position description

Job title: Building Inspector (pool safety)	
Classification: Band 5 (no annualisation)	Effective Date: March 2025
Reports to: Coordinator Building Services (Municipal Building Surveyor – MBS)	Tenure: Permanent – Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This position has a strong customer service ethos and will require a proactive and solution orientated approach to all matters to achieve high-quality outcomes. As Building Inspector (Pool Safety) you will be responsible for ensuring compliance with swimming pool and spa safety standards within the municipality. And ensuring the statutory processes are met for both the organisation and the community.

Key Responsibilities

Position Specific Responsibilities

- Administer, enforce, and respond to matters relating to 'Pool & Barrier Safety' requirements associated with Councils 'Pool Register' and policies.
- Within levels of registration and authorisation, undertake inspections of reported non-compliant pools and spas and damaged or dangerous buildings. Liaise with occupiers, owners and their representatives under direction of Building Surveyors and Municipal Building Surveyor (MBS).
- Attend and represent Council and provide expert evidence at legal proceedings as required for building control matters.
- Drafting and management of building enforcement of enforcement case documents, Building Notices and Building Orders for Building Surveyors and the MBS.
- Provide technical advice/education to the community and provide information and service to customers in person at counter, by phone or by correspondence in accordance with Councils customer service protocols.
- Maintain Building enforcement files, correspondence, regulatory advice in workflow and recordkeeping systems for accurate and timely processing in accordance with Councils policies and procedures.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time and Participate in a culture of continuous improvement in department processes, practices, and service delivery standards. Where requested contribute to the development and implementation of new systems and procedures within the organisation.
- Document and review of stamped plans and associated design documentation for Pool and Spa barrier building permits for Building Surveyors and MBS
- Observe safe work processes in accordance with experience and procedures. Report any risk to supervisor. Risks arising in the workplace may be financial, safety, site, task or person specific.

Corporate Responsibilities

General Staff – no supervisory responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

- Acts under close supervision and/or guidelines.
- The effect of actions taken on individual clients maybe significant but is subject to appeal and/or review.

Judgement and Decision Making

- This role will undertake problem solving within defined guidelines.
- The ability to interpret and apply building legislation to investigation in a complaint manner while knowing when to escalate a case to the Senior Building Surveyors and MBS for advice, to identify when a consultative approach to enforcement may be appropriate.
- The ability to discern the level of urgency and type of an enquiry / task to prioritise own work and, when needed, direct work to other appropriate team members.
- Follow department protocols and utilise discretion in the provision of information to building surveyors, legal practitioners, authorities and members of the public, which may have legal ramifications.
- Assistance and guidance is always available within time to make a choice.
- Ensure that work practices are conducted in line with Council's OHS, WHS and Risk management policies, practices and relevant legislation.
- Ability to determine if a site visit or scene has the potential to or has become unsafe and take appropriate action.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Well-developed knowledge and understanding of municipal building control functions including building related legislation, codes and standards.
- Demonstrated knowledge and understanding in the application of building control functions consistent with the level of the role, including the underlying principles as distinct from practices.
- Able to audit, assess and differentiate between multiple pool barrier standards.
- Analytical and investigative skills in searching for solutions to problems/opportunities.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.
- Experience in the use of computer programs not limited to Microsoft software packages, and the ability to process ongoing levels of paperwork.
- Sound knowledge of Australian Standards including applicable to pool safety.

Qualifications and Experience

- Advanced Diploma in Building Surveying is essential or other suitable equivalent.
- A valid Victorian driver's licence.
- Preference given to candidates who have already obtained Building Inspector (Pool Safety) inspector's qualification with experience (Victoria).
- Experience working within a local government building team / building surveying industry & undertaking enforcement functions or similar private environment preferred.
- Knowledge and understanding Building Act 1993, Building Regulations 2018 or Planning and Environment Act 1987 and relevant Planning Schemes and the like.
- Well-developed communication and interpersonal skills and ability to independently managing time, planning and organising own work.
- Ability to manage multiple tasks and deal with complex issues whilst having sound experience in using relevant computer software packages such as pathway CM / Trim, Microsoft Word, Excel and Outlook.

Interpersonal Skills

- A demonstrated ability to gain cooperation and assistance from client, members of the public, employees, and other stakeholders to administer well defined activities.
- Commitment to act impartially and in a professional manner and be aimed at achieving appropriate and consistent outcomes and the corporate goals and objectives.
- Write reports in field of expertise and or prepares external correspondence.
- Ability to liaise with and gain cooperation of , members of the Public and other Government Departments and staff to resolve issues and achieve the aim of the unit and Council.
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Ability to move affectively around buildings and land, not limited to crawling and climbing (steep slopes/ladders).

Key Relationships:

- The position will liaise with Planning and Building staff members and other internal/external departments property owners, residents, customers and applicants.
- The position is required to maintain professional relationships with property owners, residents, applicants, managing agents OCs, and applicants.
- Interactions with internal and external authorities such as Victorian Building Authority - VBA, Fire Rescue Victoria - FRV, SPASA and WorkSafe.

Management Skills

- Good time management and organisational skills to produce timely and effective outcomes in a busy working environment.
- Ability to work effectively and efficiently and provide quality of service in a team.
- Attention to detail and accuracy and capacity for reasoned decision making with the ability to clearly articulate these decisions and recommendations.
- Ability to manage investigation and the associated stakeholder's management from beginning to resolution.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Qualification as Building Inspector (Pool Safety) or similar.
2. Local Government Building Services inspection experience in pool and spa safety and associated enforcement role.
3. Experience interpreting and implementing the Building Act, Building Regulations, Building Code of Australia and referenced documents including a working knowledge of building legislation and the inspection process with an emphasis on swimming pool and spa safety, and the ability to interpret and explain such legislation.
4. Well-developed interpersonal & IT skills including verbal and written communication, negotiation, facilitation, and problem-solving skills.
5. Ability to work autonomously, with well-developed organisational and administrative skills coupled with setting priorities and managing own time to achieve allocated tasks within defined timeframes and set procedures.

Other Notes

- A commuter use vehicle is available with the position to be used in conjunction with the following Council policy and procedure:
 - Fleet Policy October 2024
 - Fleet Procedure October 2024

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Office and Outdoor work	Often	
Hand/Arm Movement Tasks involve use of hand/arms	Office and Outdoor work	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Office and Outdoor work	Often	
Standing Tasks involve standing in an upright position	Office and Outdoor work	Often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	Office and Outdoor work	Often	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Office and Outdoor work	Often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office and Outdoor work	Often	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	Office and Outdoor work	Often	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office and Outdoor work	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Office and Outdoor work	Often	

Any other relevant comments: