



Building Surveyor March 2025

Celebrating our diversity



Building Surveyor – F250063

Full-Time, \$89,565 - \$96,149 per annum (plus entitlements, dependent on experience)

The Position

The Shire of Manjimup is seeking applications for an innovative and energetic Building Surveyor. This role is responsible for assisting with the provision of services that ensure that Council's statutory obligations to administer building provisions in the Shire are met.

This role includes:

- Ensuring building including plans and construction within the Shire complies with the building code of Australia, all other statutory requirements and Council policies for the maintenance of sound building practices in the Shire.
- Seeking qualified third-party advice for large third-party commercial buildings.
- Providing proactive assistance to builders, architects, engineers and developers, and consult with Shire staff and public authorities regarding the construction and maintenance of buildings in conformity with the building Code of Australia and all other statutory requirements.

Selection Criteria

To be successful in this role you will need:

1. Completion of recognised Building Surveying qualification (Level 1 or Level 2 Practitioner) or currently progressing towards obtaining Building Surveying qualification together with substantial industry experience.
2. Demonstrated working knowledge of the Building Act and Regulations, Building Code of Australia, Residential Design Codes and all relevant legislation, regulations and standards.
3. Working knowledge of technical and administrative procedures relative to building control.
4. Ability to interpret and understand technical documentation and drawings.
5. Ability to interpret codes of practice and apply complex legislation.
6. Well-developed time management skills and the ability to set priorities.
7. Well-developed verbal/written communication skills, and sound computer/keyboard literacy skills.
8. Local Government experience (desirable).
9. Sound familiarity of the Shire district (desirable).
10. Holding a relevant trade qualification or construction industry experience (desirable).

To Apply

Visit www.manjimup.wa.gov.au for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Human Resources, at hr@manjimup.wa.gov.au or at 9771 7777.

Closing Date: 5.00pm Wednesday, 2 April 2025

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.
- The selection criteria can be found on the last page of this pack.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Building Surveyor

Directorate	Development Services
Department	Building Services
Reports to	Director Development Services
Direct Reports	Building Maintenance Coordinator Cleaning Supervisor
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 6 - 7
Primary Location	Shire of Manjimup Administration Office
Position Benefits	Work mobile

Position Objectives

- Assist the Manager Building Services and other Building Services employees on all matters in the operation and administration of the Building Services department.
- Provide professional building advice to Councillors, employees and the community on all matters relating to Building Services.
- Ensure that building/demolition applications comply with relevant Acts, Codes, Local Laws and policies and inspect buildings under construction for compliance with approved plans.
- Provide information on Council's requirements for approvals sought under appropriate statutes relating to buildings, private swimming pools/spas and other development.
- Inspect all classes of buildings pursuant to the Building Code of Australia, Acts and Local Laws.
- Assist in facilitating the full understanding of and amendments to the Building Act 2011 and Building Regulations 2012 within the department.
- Assist the Manager of Building Services to facilitate the maintenance of and improvement to the condition, presentation and functionality of buildings and facilities controlled by Council.
- Coordinate the Shire of Manjimup cleaning services program including management of cleaning employees, cleaning contractors, cleaning service providers and annual leaning budgets.
- Contract manage relevant cleaning and cleaning facility contracts.

Key Duties and Responsibilities

- Process and approve building/demolition applications and certificates in compliance with the Building Act and Regulations, Building Codes and Standards.
- Attend meetings of the Development Control Unit as required.
- Prepare agenda reports relating to matters requiring Council's approval as required.
- Perform inspections throughout building and construction stages as required and enforce any non-compliance identified.
- Ensure relevant Acts, Regulations and Shire local laws and policies are enforced.
- Manage work effectively to ensure all tasks are performed within a satisfactory timeframe.
- Liaise and advise on Residential Design Codes; primarily on residential building matters.

- Arbitrate on Council's behalf regarding disputes involving general public, builders or owners.
- Liaise with Council's Solicitors and attend State Administrative Tribunal and/or Local/District Court as required.
- Undertake regular inspections of Council provided facilities and monitor the standard of those facilities against public expectation.
- Assist with development and reviews of Building department policies.
- Assist with preparation of building related contract and tender documents, assessment and supervision.
- Conducting in-house building projects management as required.
- Respond to acts of vandalism or graffiti to Council buildings.
- Assist in preparing annual budget submissions in relation to the management of Council's building portfolio.
- Assist in monitoring progress of works and maintenance expenditure within budget maintenance and capital budget allocations and report and take measures to address any anticipated discrepancies.
- Provide leadership and direction to employees and contractors.
- Coordinate Shire cleaning services program including management of cleaning employees, cleaning contractors, cleaning service providers and annual cleaning budgets.
- Manage relevant cleaning and cleaning facility contracts.

Physical and Environmental Demands

- Office and site based; sitting, walking and bending. Some site work year-round where walking on uneven ground, up and down embankments will be required.
- Driving and use of computers is an essential requirement.
- Deals with highly sensitive/conflict situations.

Extent of Authority

- Exercise initiative and/or judgement according to procedures/guidelines within the bounds of understanding with the Manager Building Services. Operate within the parameters of Council's policies, procedures, relevant guidelines and delegated authority.

Skills, Knowledge, Experience and Qualifications

Skills and Experience

- Well-developed verbal, written and computer-based communication skills including public relations, negotiation, conflict resolution and interpersonal skills.
- Ability to empathise with members of the public and work with culturally diverse groups.
- Ability to interpret and understand technical documentation, drawings, and interpret codes of practice to apply complex legislation.
- Ability to resolve complex building issues and problems.
- Ability to work within a team environment.
- Well-developed time management skills and the ability to set priorities.
- 2+ years' experience as a Building Surveyor.
- 2+ years' experience in the building maintenance or construction industry (desirable).
- Local Government experience (desirable).

Knowledge and Qualifications

- Working knowledge of the Building Act and Regulations, Building Code of Australia, Residential Design Codes and all relevant legislation, regulations, standards and Shire of Manjimup policies.
- Working knowledge of technical and administrative procedures relative to building control and various facets of the Council organisation.
- Knowledge of building construction (practical and technical).
- Knowledge of the statutory and legal requirements of the position of Building Surveyor.
- Sound familiarity of the Shire district (desirable).
- Completion of recognised Building Surveying qualification (Level 1 or Level 2 Practitioner) or currently progressing towards obtaining Building Surveying qualification together with substantial industry experience.
- Holding a relevant trade qualification or construction industry experience (desirable).
- Current "C" class drivers licence.
- National Police Clearance.

Selection Criteria

Essential

1. Completion of recognised Building Surveying qualification (Level 1 or Level 2 Practitioner) or currently progressing towards obtaining Building Surveying qualification together with substantial industry experience.
2. Demonstrated working knowledge of the Building Act and Regulations, Building Code of Australia, Residential Design Codes and all relevant legislation, regulations and standards.
3. Working knowledge of technical and administrative procedures relative to building control.
4. Ability to interpret and understand technical documentation and drawings.
5. Ability to interpret codes of practice and apply complex legislation.
6. Well-developed time management skills and the ability to set priorities.
7. Well-developed verbal/written communication skills, and sound computer/keyboard literacy skills.

Desirable

8. Local Government experience (desirable).
9. Sound familiarity of the Shire district (desirable).
10. Holding a relevant trade qualification or construction industry experience (desirable).