



# Senior/Principal Building Surveyor March 2025

**Celebrating our diversity**



# Senior/Principal Building Surveyor – F250064

Full-Time, \$110,000 - \$120,000 per annum (plus entitlements, dependent on experience)

## The Position

The Shire of Manjimup is seeking applications for an innovative and energetic Senior/Principal Building Surveyor. This role is responsible for ensuring that all buildings within the Shire are compliant with relevant Council policies, statutory requirements, and building codes for the protection of amenity for Shire residents. 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.
- Supervising day-to-day operations of the building services department.
- 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. 4+ years in the building industry as a building, building supervisor or similar, or 2+ years' experience as a building surveyor, inspector, or supervisor with a local or public authority.
2. Developed interpersonal and communication skills, including conflict resolution, negotiation, public relations, public speaking, and writing reports, business letters and related correspondence.
3. Certification as a Municipal building surveyor issued by the department of Local Government WA or working towards.
4. Computer literacy skills, including Microsoft Office Suite and data entry processes.
5. Ability to work in a timely manner to achieve outcomes independently and as part of a team.
6. Comprehensive knowledge of Building Code of Australia and other relevant legislation.
7. Knowledge of town planning legislation and practice, gathering evidence and court procedures.
8. Knowledge of the Shire's organisation structure, function and relevant Council local laws and policies.
9. Current A class drivers licence.
10. National Police Clearance (or willingness to obtain).
11. Current Builders Registration and Construction Safety Awareness Certificate (desirable).

## To Apply

Visit [www.manjimup.wa.gov.au](http://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](mailto: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](mailto: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

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*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).*

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## Senior / Principal Building Surveyor

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Directorate	Development Services
Department	Building Services
Reports to	Director Development Services
Accountability	Building Administration Officer
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Negotiated
Primary Location	Shire of Manjimup Administration Office
Position Benefits	Vehicle, Mobile and negotiated relocation expenses

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### Position Objectives

- To ensure that building within the Shire complies with the building code of Australia, all other statutory requirements and all Council policies for the maintenance of sound building practices and protection of amenity for residents of the Shire.
- Ensure building plans and subsequent construction complies with the building Code of Australia and all other statutory requirements and all policies of Council.
- Seek qualified third-party advice for large third-party commercial buildings.
- Coordinate maintenance of all Council owned buildings to ensure ongoing working order for public use.
- Supervise day-to-day operations of the building services department.
- Provide 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.

### Key Duties and Responsibilities

- Process building plans and specifications to ensure compliance of all building erected in the Shire meet requirements of the building Code of Australia and all other regulations and local laws relating to building.
- Reporting conditions of building within the Shire determined as dilapidated and dangerous.
- Ensuring compliance for all new and existing structures for all requirements of the building Code of Australia and all other regulations and local laws relating to building, including but not limited to:
  - Strata Titles Act
  - Dividing Fences Act
  - Signs Local Act
- Report to Director of Development Services when required, all building related matters, and supply Council with regular reports regarding Shire building activities.
- Advise builders, architects, engineers, applicant and public on matters pertaining to building control.

- Liaise with internal departments, FESA, and other relevant government departments regarding compliance of buildings and associated requirements administered by those bodies.
- Advise Council on building matters and where appropriate attend Council meetings.
- Oversee the maintenance, construction and cleaning of Council owned buildings and associated structures including contractor supervision.
- Manage building services annual budget.
- Exercise all delegated authorities strictly in accordance with the delegation.
- Perform necessary inspections to ensure all new and existing buildings and structures are compliant with the building Code of Australia and all other regulations and local laws relating to building.
- Attend DCU and Council committee meetings as required.
- Maintain KPIs in respect to building and sign applications.
- Monitor and supervise building safety program
- Any other duties as reasonably directed.

### **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 is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

### **Extent of Authority**

- Exercise initiative, judgement and operate within the parameters of Council and Shire policies, procedures, relevant guidelines, delegated authority and the bounds of understanding with the Director Development Services.

### **Skills, Knowledge, Experience and Qualifications**

#### Skills and Knowledge

- Developed interpersonal and communication skills, including conflict resolution, negotiation, public relations, public speaking, and writing reports, business letters and related correspondence.
- Developed computer literacy skills, including Microsoft Office Suite and data entry processes.
- Developed ability to work in a timely manner to achieve outcomes both independently and as part of a team.
- Comprehensive knowledge of Building Code of Australia and other legislation in respect to building.
- Knowledge of town planning legislation and practice.
- Working knowledge of the Shire's organisation structure, function and relevant Council local laws and policies.
- Developed knowledge of gathering of evidence and court procedures.

### Experience and Qualifications

- 4+ years in building industry as a building, building supervisor or similar function or 2+ years' experience as a building surveyor or inspector/supervisor with a local or public authority.
- Certification as a Municipal building surveyor issued by the department of Local Government WA or working towards.
- Current "A" class drivers licence.
- Current Builders Registration (desirable).
- Current Construction Safety Awareness Certificate (desirable).
- National Police Clearance (or willingness to obtain).

## **Selection Criteria**

### **Essential**

1. 4+ years in the building industry as a building, building supervisor or similar, or 2+ years' experience as a building surveyor, inspector, or supervisor with a local or public authority.
2. Developed interpersonal and communication skills, including conflict resolution, negotiation, public relations, public speaking, and writing reports, business letters and related correspondence.
3. Certification as a Municipal building surveyor issued by the department of Local Government WA or working towards.
4. Computer literacy skills, including Microsoft Office Suite and data entry processes.
5. Ability to work in a timely manner to achieve outcomes independently and as part of a team.
6. Comprehensive knowledge of Building Code of Australia and other relevant legislation.
7. Knowledge of town planning legislation and practice, gathering evidence and court procedures.
8. Knowledge of the Shire's organisation structure, function and relevant Council local laws and policies.
9. Current A class drivers licence.
10. National Police Clearance (or willingness to obtain).

### **Desirable**

11. Current Builders Registration and Construction Safety Awareness Certificate (desirable).