

# Position Description

## BUILDING INSPECTOR (POOL SAFETY)

## POSITION OVERVIEW

You will provide an efficient, responsive and responsible service to inspect and register swimming pools and spas under the relevant legislation. You will work closely with Customer Service team and within the Building Service team to provide an efficient customer-centric service. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be able to prioritise well as part of a busy team, seeking process improvements and change to make reporting easier and performance grow.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 5 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Deputy Municipal Building Surveyor
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

The Building Inspector (Pool Safety) is responsible for ensuring compliance with swimming pool and spa safety standards within the municipality. This role involves conducting inspections, providing advice to pool owners, and ensuring that all pools and spas meet the required safety legislation and regulations.

### Accountability and extent of authority

#### 1. Inspections and Compliance:

- Conduct regular inspections of swimming pools and spas to ensure compliance with safety standards.
- Identify non-compliance issues and provide guidance to pool owners on required corrective actions.
- Administer enforcement and compliance issues in accordance with legislation, regulations, and Council policies.
- Issue compliance certificates and draft building notices as required.
- Assist with the issuing of required Notice of Entry, undertaking investigations, and gathering evidence related to illegal pools and spas.

#### 2. Education and Advice:

- Provide advice and information to pool owners and the community on pool safety requirements.
- Develop and distribute educational materials on pool safety.
- Conduct community workshops and information sessions on pool safety.

#### 3. Record Keeping and Reporting:

- Maintain accurate records of all inspections and compliance activities.

- Maintain and update the pool register as required.
- Prepare reports on inspection outcomes and compliance rates.
- Ensure all documentation is up-to-date and accessible.

#### **4. Legislative Compliance:**

- Stay informed about changes to pool safety legislation and standards.
- Ensure all inspection and compliance activities adhere to current legislation.
- Assist in the development and review of Council programming, policies and procedures related to pool safety.

#### **Stakeholder Engagement:**

- Liaise with internal and external stakeholders, including pool owners, contractors, and regulatory bodies.
- Participate in relevant committees and working groups.

#### **Other duties**

- Promote Council and its activities regularly, proactively and positively.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

#### **Judgement and decision making**

- Ability to exercise discretion in the application of established standards and procedures.
- Good problem solving and analytical skills.
- Ability to plan and prioritise work.
- Able to drive continuous improvement within established frameworks.
- Guidance and advice is usually available from within the organisation.
- Freedom to act is subject to legislation, regulations, and policies and regular supervision.
- Refer complex or sensitive issues to the Deputy Municipal Building Surveyor.

#### **Management skills**

- Work effectively with minimal supervision.
- Excellent time management with the ability to plan and manage own workload.
- Prioritise time to deliver optimal customer service outcomes.
- Ability to train other staff in areas outlined in this position description.
- Ability to develop reporting related to key deliverables and meet set targets.

#### **Interpersonal skills**

- Sound written and verbal communication skills.

- Be able to develop and maintain effective working relationships with customers, other employees and members of the public.
- Ability to facilitate meetings and to discuss and resolve conflicts and problems.
- Ability to write reports and prepare external correspondence.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Be able to work independently and as part of a team.

## EXPERTISE

### Qualifications

- Appropriate qualifications in building surveying, building inspection (pool safety) and demonstrated relevant experience and work skills.
- Current Driver Licence.
- Working with Children Check.

### Specialist knowledge and skills

- Comprehensive knowledge of pool safety standards and relevant legislation.
- Experience in conducting inspections and compliance activities.
- Demonstrated experience in pool safety inspections and compliance.
- Able to audit, assess and differentiate between multiple pool barrier standards.
- Ability to provide clear and concise advice to pool owners and the community.
- Strong organisational and record-keeping skills.
- Sound written and verbal communication skills and ability to write reports and prepare external correspondence.
- The ability to handle customer inquiries in a courteous manner whilst resolving issues.

### Experience

- Experience in conducting inspections and compliance activities.
- Proven experience in exercising building control functions, including enforcement processes, or relevant demonstrated experience.
- Experience in the use of computer programs and the ability to adapt to programs and systems not limited to Microsoft software suite.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.

- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

## PHYSICAL REQUIREMENTS

Daily work will be performed in a combination of indoor and outdoor environments, as such:

- You will be exposed to those conditions normally encountered in indoor and outdoor environments
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and varying weather conditions
- This position will require inspections that may take place outdoors and therefore you will be exposed to those conditions normally encountered in an outdoor environment.