



BA TOWN COUNCIL

BUILDING INSPECTOR ROLE DESCRIPTION

MUNICIPAL COUNCIL

ABOUT THE JOB

Job Title	Building Inspector
Contract duration	Three (3) years
Reports to	Chief Executive Officer

ABOUT BA TOWN COUNCIL

Our Vision

To enhance business and community development in Ba District through social, economic, sustainable and Green methods.

Our Mission

- To deliver the statutory responsibilities of the local government.
- To facilitate access to a healthy and green environment.
- To promote health, welfare and convenience of the people of Ba.
- Provide a well maintained range of Community leisure and recreation facilities for the enjoyment of the Community.
- To promote more investments and developments for the district and create employment opportunities.
- To work hand in hand with business house to further develop business in Ba
- To improve infrastructure and amenities in Ba Town.
- To create disaster resilient community

Values

Ba Town Council's work will be governed in accordance with the Local Government Act and other related Acts and Regulations, Council will take respective actions to ensure that the Council is in line with the Central Government.

Furthermore, council will implement and enforce relevant Local Government and Town Planning Legislations and by-laws to enhance business and community development which confines to Social, Economic, Sustainable and Green method growth.

THE POSITION

Ba Town Council invites suitably qualified and eligible applications for Building Inspector for the Ba Municipality.

Building Inspector will work under the Chief Executive Officers direction. Specifically, responsible to check, process and ensure development proposals, plans & specifications are in accordance and compliance with the Building, Town Planning and Development requirements of the Council and also as required under the Local Government Act and including other legislation/acts/codes/standards & organization policy for a sustainable development.

The position will report directly to the Chief Executive Officer of Ba Town Council and ensure:

- Excellence in community engagement and stakeholder relations
- Assist the CEO in development and implement of policies and procedures related to the development approvals (building, subdivision, rezoning and relaxations).
- Ensure timely processing of building, subdivision, rezoning and relaxation/preliminary applications.
- Ensure to spot safety and structural issues and make clear decisions without emotional influences.
- To guide the developers, public and the Council on development matters.
- To prepare reports on development matters for Council's consideration.
- To take follow-up action on breach of Council's requirements.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

- Processing of building development, subdivision and rezoning applications received from the public/developers/consultants as soon as practicable but within statutory time constraints and assessment of applications with respect to the relevant legislations and acts.
- Assess, inspect and report to Council on the development applications processed for approval by the Department in an efficient manner.
- Examine building plans, specifications and evaluate technical reports.
- Inspect, examine and processing of rezoning and subdivision applications.
- Liaise with officers employed by Council, relevant Government Departments and agencies as necessary.
- Inspect buildings as frequently as necessary during the course of its construction, alteration and repair to determine conformity with approved plans.
- Liaise with Department of Town and Country Planning in regards to building, subdivision and rezoning applications.
- Responsible for maintaining of records, plans, current copies of legislations and policies administered by the Council.
- Prepare necessary documentation in relation to court proceedings, appear in Court and give evidence on matters involving breaches of legislation.
- Provide advice on policy matters to public and contribute to their development.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations.

- Participate in training seminars, workshops and other forums to enable enhancement of knowledge and professional practice.
- Develop and maintain key relationship with Council staff and other departments focusing on continuous improvement.
- Administering the Acts, Bylaws and Regulations relating to development, planning, building, road reserve, etc.
- Perform engineering calculations in checking complex residential and commercial plans for structural and ensure compliance with electrical, plumbing, mechanical or energy requirements.
- Confer and correspond with the general public, owner-builders, architects, contractors, builders, engineers and other city staff members in the field and office on permits, plans, building requirements or inspections.
- Work with staff of other departments and agencies and the public in explaining, interpreting and enforcing requirements or inspections.
- Maintain and monitor building activity and trends and prepare as necessary or appropriate reports for HODs and policy makers.
- Attend to the complaints directed by the Head of Department in relation to the developments or other building related matters.
- Constantly monitor for any illegal developments or extensions and ensure notices are given on a timely manner.
- Daily reporting of all work to the department head for efficiency and transparency.
- Keeping electronic backup of all documentation and ensure proper filing of documents for record keeping.
- May represent the Department for day-to-day activities and before civic groups and public meetings upon CEOs instruction.
- Perform related duties as assigned by CEO and Special Administrators.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

- Ensure the development applications are processed on time and are in compliance with the relevant acts, codes, standards and other compliance/policy requirements.
- Ensure approvals given for development applications in a timely manner within council's set timeline.
- Ensure the work carried out is with efficiency and ensuring accuracy at all times.
- Ensure assigned reports are prepared and provided to CEO within the given timeframe.
- Maintain excellent coordination with internal and external stakeholders.
- Maintain transparency, accountability and work ethics at all times
- Ensure the complaints are handled professionally and written report needs to be provided to the CEO within 24 hours of attending the complaint.
- Ensure to monitor illegal developments and take appropriate action.

- Ensure the work performed is up to the standard of the Council and as required by the Local Government Act.
- Assist and guide the applicants on development process requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

- 3-4 years of increasingly responsible municipal building inspector's experience that would have provided the opportunity to develop the required skills, knowledge and abilities.
- Sound knowledge of the Local Government Act, Public Health Act – Building Regulations and the National Building Code, Town Planning Act and the General Provisions, Environment Management Act, Subdivision of Land Act, Traffic Management and other policies/procedures of the Council, governing laws and standards in the field of Planning, Development and compliance.
- Highly developed time management and work prioritization to plan, schedule and manage multiple Civil/Building construction project applications.
- Ability to develop, read and interpret civil/building construction plans, specifications and contract documentations.
- Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
- An excellent communicator with resilience, maintain calmness under pressure and integrity to successfully navigate a range of internal and external stakeholders.
- Must be of impeccable integrity, be physically fit and in sound health, with a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

EDUCATION & TRAINING:

Bachelor's Degree in Civil or Structural Engineering

Skills and Abilities

Ability to:

- Perform complex inspections in a variety of specialty trade areas in a fully competent and efficient manner.
- Apply technical knowledge of construction codes and use proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Enforce a variety of Town codes to determine sufficiency with thoroughness, tact, diplomacy seeking constructive solutions.

- Read and interpret building plans and specifications for the full range of structures and intended uses with the ability to apply necessary judgement to achieve compliance with relevant health and life safety building codes.
- Advise others on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Maintain cooperative working relationships and resolve problems with staff, other Town departments, builders, contractors and the general public.
- Ability to make difficult decisions.
- Ability to travel and work irregular hours.
- A good eye for detail.
- To be computer literate and knowledge in the use of MS Office, AutoCAD is of advantage.
- Ability to work under pressure and deliver within timeframe
- Ability to handle difficult situations to achieve positive outcomes
- Valid Driving License

YOUR APPLICATION

To ensure that your application is given due consideration, we request that you submit the following as your application:

- ☐ Your completed Application Form; (attached)
- ☐ A covering letter (no longer than 2 pages) outlining how you meet the knowledge, skills and abilities outlined in the Job Description
- ☐ A full curriculum vitae, which should be no more than 4-6 pages in length and which includes the names of two referees.

Please email the Application Form, your Covering Letter and Curriculum Vitae to **Ms Roma Pratap** – romap@batowncouncil.com.fj by **3.00pm on 20th February, 2023.**



BA TOWN COUNCIL

APPLICATION FORM

Position applied for:

Title:	Surname/Family Name:	
Given names:		
Date of Birth:		
Postal Address		
Residential Address: (if different from postal address)		
Email:		
Home phone:		Mobile:
Are you a Fijian Citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
GENDER information is gathered for statistical purposes only and not for assessment purpose.		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
REFEREE DETAILS		
Name:	Phone:	
Position:	Email:	
Organisation:	Relationship:	
Name:	Phone:	
Position:	Email:	
Organisation:	Relationship:	
Name:	Phone:	
Position:	Email:	
Organisation:	Relationship:	

Please ensure you attach your current Curriculum Vitae and covering letter explaining your suitability for the position

I certify the above details are true and correct and that I am a genuine applicant for the identified position.

Signature:

Date:



BA TOWN COUNCIL DECLARATION

I _____
(Full name: first or given names and family or surname)

of _____
(Full residential address)

Being an applicant for the position of _____ – Fiji's Municipal Council declare that:

- ☐ I have not been convicted of any criminal offences *(for these purposes do not count any infringement offences, e.g., parking or speeding offences, as they do not result in a conviction being entered against you).*

I acknowledge that if appointed, I will have to provide a recent police clearance before taking up duty.

- ☐ I have not been the subject of any disciplinary action by any employer or professional body in Fiji or overseas, nor are there any unresolved complaints against me

OR

Details of disciplinary action or unresolved complaints against me are as follows

- ☐ I have not been made bankrupt, entered into a composition with my creditors, or been disqualified as a director.
- ☐ I know of no other matter which might affect my credibility in office.
- ☐ I understand and consent to my application form, my curriculum vitae and any other material supplied being held by the Ba Town Council.
- ☐ I authorise the Ba Town Council to make suitable enquiries to verify the information supplied in my application.
- ☐ I understand that a false declaration on this form will invalidate my application and may result in further legal action being taken against me.

Signature of Applicant: _____ Date: _____