

Position Description

POSITION	: Senior Building Control Officer
REPORTS TO	: Planning and Regulatory Services Manager
LOCATION	: Cromwell

Purpose

To assist in providing leadership to the Building Control team, under the management of the Planning and Regulatory Services Manager, to help people build properly through a fast and cost-effective process, with a customer focus.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.

**Be**
Respectful

**Work**
together

**Be**
courageous


**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principal Duties and Responsibilities

1. To undertake daily co-ordination, discussions and hold fortnightly one on one meetings with the Building Control officers. This includes the provision of technical leadership in all Building Code clauses and assisting in the resolution of any complex customer enquiries.
2. To provide fortnightly feedback to the Planning and Regulatory Services Manager of the one-on-one meetings or any other matters that arise.
3. Periodic review of building consent processing and inspections with the Building Control Officer in the work. This will be based on identified needs in discussion with the Planning and Regulatory Services Manager and will constitute peer reviews for accreditation purposes.

4. Respond to general complaints and enquiries relating to building work in discussion with the Planning and Regulatory Services Manager.
5. To process Building Consents and undertake inspections as required/allocated.

Building Consents are processed by applying the guidelines set out in Quality Assurance System – Building, responsibilities include:

- a. Code Compliance Certificates
- b. Daily monitoring of workloads
- c. In association with the Planning and Regulatory Services Manager, testing the workflow to ensure the Quality Assurance System – Building is followed
- d. Specific procedures notably:
 - Access to building by people with disabilities
 - Certificates of Acceptance
 - Certificates of Public Use
 - Compliance Schedules
 - Hazards
 - Lapses of Building Consent
 - Notices to Fix
 - Refusals
6. To attend and participate in the monthly team meetings as co-ordinated by the Planning and Regulatory Services Manager.
7. In the absence of the Planning and Regulatory Services Manager undertake all roles within the scope of that job. Any staffing matters during the Planning and Regulatory Services Manager absence to be discussed with the Group Manager - Planning and Infrastructure in the first instance.
8. To deliver building control services in a friendly, efficient, coordinated and non-bureaucratic manner.
9. To assist in monitoring compliance with nominated requirements of the Resource Management Act and when non-compliance is observed these matters are reported and acted on.
10. To assist in leading and mentoring the Building team and fostering teamwork and collaboration to provide a customer centric building service.
11. Champion, comply and promote Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.
12. To assist the Planning and Regulatory Services Manager in the continuous improvement and implementation of the BCA Quality Assurance System.

12. Carry out such other duties as may be allocated from time to time by the Senior Building Control Officer, Planning and Regulatory Services Manager, Group Manager – Planning and Infrastructure or the CEO.

Key Result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. The daily discussions and fortnightly one on ones are undertaken and followed up as necessary to the satisfaction of the Planning and Regulatory Services Manager.
2. All building consents are processed within the statutory timeframes and without error.
3. All building, drainage and plumbing and general inspection services are provided in accordance with the standards required by the Building Act and other relevant legislation in a non-bureaucratic manner.
4. Learning occurs from analysing key measures, as outlined in Quality Assurance System – Building.
5. Required premises, works and facilities are inspected licensed and/or reported on for compliance with the Building Act and other relevant legislation.
6. Nominated conditions of Resource Consents are being monitored for compliance and when nominated non-compliance items are identified full details are forwarded to the Planning and Regulatory Services Manager.
7. All work, public complaints and inquiries referred to the Officer are being dealt with promptly and effectively and only progress once clean.
8. Records of activity are being kept and all required reports are delivered on time and are of a good standard.
9. Mentoring the Building team to fostering a strong, collaborative team.

Delegations

Act consistent with the delegated authorities as set out in Council's Media Policy, QAS – Building and delegation register.

Makes good decisions within the authority delegated by the Planning and Regulatory Services Manager when certain that correct and complete. Otherwise seek assistance.

Key Relationships

External

General public
Building Companies
Specialist Consultants and Advisors
(planning, engineers)
Trade Groups
Property Owners

Internal

Chief Executive Officer
Group Manager - Planning and Infrastructure
Planning and Regulatory Services Manager

Building Officers
Other Council staff

Position Requirements

The following knowledge, formal qualifications, experience, skills and special personal attributes are sought for this position.

Formal Qualifications

- A professional qualification in the building industry at a minimum level of one or more of the following is required that meets Regulation 18 in terms of the Building Consenting Authority Regulations:
 - National Diploma in Building Control Surveying (Small Buildings)
 - National Diploma in Building Control Surveying (Medium and Large Buildings)
 - Diploma in Building Surveying
 - Diploma in Construction Management
 - Diploma in Construction
 - Diploma in Quantity Surveying
 - Diploma in Architectural Drafting
 - Diploma in Architectural Technology
 - Bachelor of Applied Technology – Building
 - Bachelor of Architecture
 - Bachelor of Architectural Studies
 - Bachelor of Building Science
 - Bachelor of Construction (Construction Management and Construction Economics)
 - Bachelor of Engineering
- A current valid New Zealand motor vehicle driver's licence.

Knowledge and Experience

- A good working knowledge and proven experience of working with the Building Act 2004 and NZ Building code.

- A sound working knowledge of the associated Acts, Regulations and Bylaws governing the control of building, and drainage and plumbing and the requirements of district plans, as appropriate.
- A practical working knowledge of computer systems and territorial authority record systems.

Skills

- Self-motivation and the capability of working without direct supervision and with well-developed interpersonal communication skills, particularly when dealing with members of other departments and the general public.
- A good standard of writing skills on technical matters and be able to prepare reports on matters in dispute or for file reference.
- Able to exercise judgement in problem solving.
- Ability to apply and interpret legislation.
- Ability to foster relationships to mentor colleagues and build rapport with stakeholders.

Special Personal Attributes

- A successful record of working constructively alongside colleagues to produce an effective Building Control Team.
- Through verbal communication be able to gain the confidence and trust of clients and the general public on enforcement issues and when giving advice.
- Must be proactive in developing systems and facilities that enhance customer service.