

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION	:	Building Control Officer
REPORTS TO	:	Regulatory Services Manager
DEPARTMENT	:	Planning and Environment
LOCATION	:	Cromwell and Alexandra

PRIMARY OBJECTIVE

To undertake Building Control work consistent with the Council's Quality Assurance System (QAS) – Building, to help people build properly, made easy through a fast, cost effective process.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Work as part of the Building Control Team in processing building consents and undertaking inspections and applying the Quality Assurance System – Building (QAS – Building) so that the purpose is achieved in a manner that complies with the Building Act, the Building Regulations, the Building Code and all other associated and relevant statutes.
2. Direct involvement in the following and applying the guidelines set out in QAS – Building, so that the following is achieved:
 - a) Implementation of the QAS – Building “We Want to help you Build Process” for customers
 - b) Be conversant with our QAS – Building
 - c) Provide support to others as appropriate given skills and knowledge
 - d) Record information as required in the QAS – Building
 - e) Maintain clear responsibilities, authorities and organisational relationships
 - f) Specific procedures notably:
 - Access to building by people with disabilities
 - Alternative Solutions
 - Amendments
 - Certificates of Acceptance
 - Certificates of Public Use
 - Fire Procedures if Alternative Solution
 - Hazards
 - Notices to Fix
 - Waivers and Modifications
3. To ensure that the specific written Council policies and procedures relating to the relevant legislation are applied and implemented.
4. To deliver building control services in a friendly, efficient, coordinated and non-bureaucratic manner.

5. To assist in monitoring compliance with nominated requirements of the Resource Management Act, Rating, Power Act and Health Act, and when non-compliance is observed these matters are reported on.
6. Carry out such other duties as may be allocated from time to time by the Regulatory Services Manager.
7. To collaborate with colleagues across the organisation as 'one team' to provide strong, proactive customer service to internal and external customers.

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. Learning occurs from analysing key measures, as outlined in QAS – Building.
2. All building work carried out comply with the Building Code and other relevant legislation.
3. Required premises, works and facilities are inspected, licenced and/or reported on for compliance with the Building Act and other relevant legislation.
4. The Officer's skills and knowledge continually improve. Clients increasingly submit clean consents.
5. Nominated conditions of Resource Consents are being monitored for compliance and when non-compliance items are identified full details are forwarded to the Planning Team Leader.
6. All work, public complaints and inquiries referred to the Officer are being dealt with promptly and effectively and only progressed once clean.
8. Records of activity are being kept and all required reports are delivered on time and are of a good standard
9. Competency levels are maintained and improved on an annual basis.
10. Organisational collaboration is clearly demonstrated.

DELEGATIONS

Act consistent with delegations and limits as set out in Council's Media Policy and QAS – Building.

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

Has statutory authority to act under the below listed Acts, Regulations and Bylaws encompassed in this appointment and the responsibility to exercise this authority within the district:

- Local Government Act 2002
- The Building Act 2004
- The Building Regulations 2005
- The NZ Building Code and approved documents

- Fencing of Swimming Pools Act 1987
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991
- Plumbers, Gasfitters and Drainlayers Act 1976
- Central Otago District Council Bylaws (General)

RELATIONSHIPS

External

Public
 Specialist Consultants and Advisors (planning, engineers)
 New Zealand Fire Service
 Public Bodies
 Various Government Agencies
 Solicitors
 Trade Groups
 Property Owners

Internal

Chief Executive Officer
 Executive Manager – Planning and Environment
 Regulatory Services Manager
 Planning Officer
 Infrastructure Services Department
 Customer Services
 Council Staff

PERSONAL QUALITIES AND QUALIFICATIONS

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

Knowledge

- A good working knowledge of the Building Act, the Building Code and the approved documents.
- A sound working knowledge of the various Acts, Regulations and Bylaws governing the control of building, drainage and plumbing, and the requirements of the District Plan, as appropriate.
- A practical working knowledge of computer systems and territorial authority record systems.

Formal Qualifications

- A professional qualification in the building industry at a minimum level of one or more of the following is required:
 - Diploma in Building Surveying
 - New Zealand Certificate in Building or equivalent
 - Craftsman Plumber and Registered Drainlayer
 - Advanced Trade Certificate in Building
 - Multi-Skilled Officers Certificate
- A current valid motor vehicle drivers licence.

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 an ability to prepare reports on matters in dispute or for file reference.

Special Personal Attributes

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



**COURAGE TO BE THE
BEST IN EVERY WAY
EVERY DAY**

What we mean

COURAGE is demonstrated strength, commitment and desire by you and the team

BEST is better than good, the best you and we can be; effective, efficient and responsible

EVERY WAY is everything you and we do, say and deliver

EVERY DAY is all of the time, on the good days and through the tougher times



OUR WAY IS
Epic Customer Experience
Clear Expectations of the Individual
Amazing Organisational Performance
Clear Sense of One Team and a Shared Purpose