

Senior Building Control Officer (Processing)

Reporting to: Building Control Manager

Location: Hokitika

Date Reviewed: 07 December 2020

Position Purpose

To perform a range of tasks relating to building-related Building Consent Authority (BCA) and Territorial Authority (TA) functions, primarily processing building consent applications, performing inspections, and issuing Code Compliance Certificates.

In addition, as a Senior role, to assist the Building Control Manager by providing technical leadership and support within the Building Control Team, mentoring staff and monitoring their performance and development.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public (including industry stakeholders) • Consent and licence applicants and holders and their agents • Central Government Departments and agencies • Building Consent Authority accreditation organisation (e.g. IANZ) • Other Local Authorities • Council-Controlled Organisations (CCOs) • Council Suppliers, Solicitors and Contractors

Limitations of Authority:

As defined in the Delegations Manual.

Financial: As per Delegations Manual

Staff: None

Key Tasks and Responsibilities

1. Leadership:

- Providing team leadership and technical support to the Building Control Manager
- Assuming higher duties as requested (Acting Building Control Manager) in the absence of the Manager
- Assisting the Building Control Manager in mentoring staff and monitoring their performance and development, including work audits and assessing training effectiveness
- Assisting the Building Control Manager by providing technical leadership internally and externally
- Assist the Building Control Manager in providing technical leadership, support, training, and liaison in relation to consenting software and associated applications.

Expected Results:

- a) A collaborative working relationship is promoted within and across teams, leading by example and projecting an image of customer focus and approachability.
- b) Managerial duties are performed to an acceptable standard in the absence of the Building Control Manager
- c) Staff performance and development is facilitated and monitored, to assist with achieving BCA accreditation requirements and to continuously improve the team's performance for both BCA and TA functions.
- d) Sound and timely technical support, training, and advice is provided to internal and external stakeholders.

2. Perform various Building Act 2004 functions:

- Processing (including vetting where applicable) of applications for building consents, Pims, waivers, exemptions and Certificate of Acceptance.
- Inspection of consented building works, and issuing Code Compliance Certificates.
- Monitoring and maintaining compliance schedules, enforcing the Building Warrant of Fitness system, and issuing Notices to Fix where appropriate
- Investigate complaints of potential illegal building works and issue and monitor Notices to Fix where appropriate, in conjunction with the WDC Enforcement Policy and legislative processes.

Expected Results:

- e) Ensure consent applications meet compliance with the NZ Building Act, Regulations, NZ Building Code and relevant standards.
- f) Statutory timeframes are met.
- g) Applications are investigated and reported on to the Manager, in a timely manner and carried out consistently, fairly and accurately.
- h) Sound and timely technical and quality advice is provided to stakeholders with a high level of customer service.
- i) The role supports and assists the BCA in meeting its continuing accreditation requirements.

- j) Resourcing issues are mitigated by each Building Control Officer being an 'all-rounder,' capable of providing backup to the other Building Control personnel at times of workload pressure and/or in the absence of Building Control personnel.
- k) Build good positive relationships with key stakeholders and customers.
- l) Actively be involved in continuous improvements that add value to the consenting and customer service.
- m) Requirements of the Building Act are applied correctly and accurately, including Section 73 and 75 notices, lapse consents, CCC issue at 24 months, waivers, modifications etc.
- n) Identified training is undertaken as required.

3. Generation of PIMS and LIMS

- Generate Project Information Memoranda (PIMs) and provide building-related input to Land Information Memoranda (LIMs)

Expected Results:

- a) PIMs and building-related contents of LIMs are accurate, complete and produced within required timeframes.

4. Dangerous, Insanitary and EQP Buildings

- Undertake the responsibilities under the Council's Policy on Dangerous and Insanitary Buildings, and any relevant legislation, and the Earthquake Prone Building Legislation

Expected Results:

- a) Dangerous and insanitary buildings are identified and addressed as per Council policy and legislative requirements.
- b) Earthquake-prone building legislation is following and applied correctly.
- c) Update national databases with correct data when required and directed by the Building Control Manager

5. Civil Defence Response and Recovery

- **Assist Civil Defence efforts by undertaking post-disaster and/or post-event inspections of buildings**

Expected Results:

- a) Buildings are adequately assessed after a disaster or civil defence event to determine their suitability for continued use.

6. Record Keeping:

- Ensure that proper records and documentation as required by statute, regulation, bylaw and policy are kept, and BCA records are transferred to the TA in an appropriate manner.

Expected Results:

- a) Accurate files and records will be readily retrievable.

7. Quality Assurance

- Support the Quality Manager and/or Building Control Manager in maintaining and improving the quality assurance system

Expected Results:

- a) Known quality assurance issues and/or opportunities for continuous improvement are brought to the attention of the Quality Manager and the Building Control Manager in a timely manner.
- b) Agreed processes followed and documentation kept to support regular internal audits and external re-accreditation audits.

8. Other Duties

- Provide feedback and advice to management on central and local government policy proposals where requested, based on experience and knowledge of industry trends.

Expected Results:

- a) The Building Control Manager, Executive Team and Council benefit from the informed perspective of the entire building control team.
- b) Support the team by performing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for Civil Defence and Emergency Management you will be expected to participate in any Civil Defence and Emergency Management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- Hold or be actively working towards a National Diploma in Building Control Surveying (Small/Large Buildings) or equivalent
- Assessed current competency of at least Res 3 and Com 2 level for building consent processing and inspections
- Expert knowledge of building construction standards
- Expert knowledge of building industry legislation, policies and procedures
- Minimum of 5 years' experience in a similar role, or demonstrated capacity through a related role to perform the functions of this role with minimal training
- Computer literacy with existing consenting software (eg. AlphaOne / GoGet or similar) and software proficiency covering a variety of applications
- An appreciation for the political and sensitive nature of local government

Skills / Attributes

- Leadership qualities, including ability to motivate and guide other staff
- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date