

Senior Building Control Officer

Reporting to: Building Control Manager

Location: Hokitika

Date Reviewed: 16 March 2021

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 within the Building Control team, mentoring staff and monitoring their performance and development (including work audits).

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 support to the Building Control Manager**
- **Assuming higher duties (i.e. as 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 (note: depending on skills and competencies, this role rather than the Building Control Manager could be the BCA's official Technical Leader)**

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 advice is provided to internal and external stakeholders.

2. Perform various Building Act 2004 functions:

- Processing (including vetting) of applications for building consents, waivers, exemptions and Certificate of Acceptance, including registering Section 73 and 75 notices and addressing lapsed building consents
- Inspection of consented building works, issuing Code Compliance Certificates and following up on consents where no CCC has been issued after 2 years
- Monitoring and maintaining compliance schedules, enforcing the Building Warrant of Fitness system, and issuing Notices to Fix where appropriate

Expected Results:

- a) Statutory timeframes are met.
- b) The requirements of the Building Act and Building Code are upheld.
- c) Applications are investigated and reported on in a timely manner.
- d) Quality advice is provided to customers.
- e) The role supports and assists the BCA in meeting its continuing accreditation requirements.
- f) Resourcing issues are mitigated by each Building Control Officer being an 'all-rounder,' capable of providing backup to the others at times of workload pressure and/or team member leave.

3. 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. Undertake the responsibilities under the Council's Policy on Dangerous and Insanitary Buildings, government's earthquake-prone buildings legislation, and any other relevant legislation

Expected Results:

- a) Dangerous, earthquake-prone and insanitary buildings are identified and addressed as per Council policy and legislative requirements.

5. 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. Undertake the functions and duties associated with the inspection of swimming pools under the Building (Pools) Amendment Act 2016, and the inspection of devices under the Amusement Devices Regulations 1978.

Expected Results:

- a) Up to date swimming pool register maintained.
- b) Amusement device licences put in place in a safe and timely manner.

7. 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.

8. Quality Assurance: Support the Quality Manager: Planning and Regulatory and Building Control Manager in maintaining and improving the quality assurance system

Expected Results:

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

9. Implement new technology including on-line consenting systems to drive greater efficiency and improve customer service

Expected Results:

- a) New software and hardware systems and existing programmes like Outlook calendars will be accepted and implemented, using training provided where necessary.

10. 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.

11. Other Duties**Expected Results:**

- a) 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 Buildings) or equivalent
- Assessed current competency of at least Res 2 and Comm 1 level for building consent processing and inspections
- Expert knowledge of building construction standards
- Good overall 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 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