

Building Control Officer

Reporting to: Building Control Manager

Location: Hokitika

Date Reviewed: 9 July 2019

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 while maintaining exceptional customer service.

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 [As of 6 December 2017: Contractual Authority for capital or non-capital expenditure provided for in estimates = \$2000 per item, and authority for the return of any bond taken for the performance of a condition of consent = the full amount.]

Staff: None

Key Tasks and Responsibilities

1. Perform various Building Act 2004 functions:

- **Processing (including importing and 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 and Infringements where appropriate in conjunction with the WDC Enforcement Policy.**

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.

2. 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.

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

Expected Results:

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

4. 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.

5. Undertake the functions and duties associated with the inspection of swimming pools under the Building (Pools) Amendment Act 2017 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.

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 Building Control Manager and Building Control and Quality Officer 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 BC&Q Officer and the Building Control Manager.
- b) Agreed processes will be followed and documentation kept to support regular internal audits and external re-accreditation audits.

8. 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 will be accepted and implemented, using training provided where necessary.

9. 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.

10. 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 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 enrolled in and actively working towards an appropriate qualification recognised in Regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- Assessed current competency of at least Res 2 and Com 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 3 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

- 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
- An eye for detail
- 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