

Position Description

POSITION	: Compliance Officer
REPORTS TO	: Team Leader Building Control
DEPARTMENT	: Planning and Infrastructure
LOCATION	: Alexandra

Purpose

To advise on, implement and monitor compliance with all regulatory requirements for the Building team in accordance with council's policies, plans, bylaws and legislation. This includes compiling Compliance Schedule information, undertaking on-site inspections, assessments and investigations, taking action where appropriate and general compliance work in relation to Building Warrant of Fitness system.

To advise on, implement and monitor compliance with regulatory requirements for the Building team in accordance with the Building Act 2004.

This includes:

- Pools -undertaking all pool inspections, identifying non-compliance and issuing of notices requiring pool owners to make their pools compliant with legislation.
- Earthquake prone buildings – maintaining and monitoring all identified Earthquake prone buildings and liaising with Building Control Officers on any Building Consent Applications for Earthquake prone buildings
- Certificate of Public Use – maintaining and monitoring issued Certificates of Public Use.
- Building Warrant of Fitness – maintaining and monitoring all Building Warrant of Fitness.
- Dangerous, Affected and Insanitary Buildings – liaising with Building Control Officers to resolve and rectify any Dangerous, Affected and Insanitary Buildings.

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.



**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

Principle Duties and Responsibilities

Building Warrant of Fitness System Management

- The Compliance Officer is responsible for compiling information regarding a building's Specified Systems for the issue of a Compliance Schedule.
- The Compliance Officer is responsible for the management and efficient day to day operation of Council's Building Warrant of Fitness system. This includes taking responsibility for ensuring that property owners are sent reminders and appropriate follow-up actions by liaising with the Regulatory Support – Building Team.
- The Compliance Officer will provide leadership advice and guidance to the Building team in relation to Building Warrant of fitness systems.
- Ensure that within their areas of responsibility the building team functions in accordance with the Building Consent Authority Quality Assurance manual and the Building Act's requirements.
- The Compliance Officer will ensure continuous improvement and “value-add” opportunities are identified and acted upon and ensure that the Council meets its legislative obligations and requirements with respect to regulatory services.
- The monitoring of buildings to ensure that Building Warrants of Fitness are current and 20% are audited annually.
- The Compliance Officer will provide advice and guidance to other departments as required.
- Ensure appropriate record/register/report systems are in place for areas of responsibility.
- On-site Audit for buildings that have a current Building Warrant of Fitness within Central Otago District Council area.
- The Compliance Officer will take all practicable steps to ensure personal safety and the safety of others while at work, according to the departments and the Council's health and safety policies, procedures and systems.
- Looking for opportunities to improve systems process and work practices both within your own position and the organisation as a whole.

Swimming Pool Compliance

- The Compliance Officer is responsible for ensuring the district's pools comply with the Building (Swimming Pools Amendment) Act 2016, Building Act 2004 & the NZ Building Code. This includes taking responsibility for ensuring that property owners are sent reminders and appropriate follow-up actions by liaising with Regulatory Support Building.
- The Compliance Officer is responsible for ensuring the management and efficient day-to-day operation of Council's pool compliance system. This includes responsibility for ensuring that property owners with swimming pools are made aware of their legal obligations in restricting access to their pools.
- Provide advice and guidance to the Building team and ensure that, within their areas of responsibility, the Building Control Team functions in accordance with the Building Act requirements.
- Ensure continuous improvement and “value-add” opportunities are identified and acted upon and ensure that the Council meets its legislative obligations and requirements with respect to regulatory services.
- Provide advice and guidance to other Council departments as required.
- Ensure appropriate record/register/report systems are in place for areas of responsibility.
- Conduct on-site swimming pools audits to identify non-compliance: where non-

compliance is identified, notices are to be issued to pool owners. Conduct follow up inspections on non-compliant properties to ensure work undertaken to comply meets the requirements of the Building Act 2004.

Customer Service

- Deal with initial customer inquiries by telephone, e-mail or in-person. Direct complex or technical queries to the appropriate person in building team for resolution.
- Establish ongoing communication with internal customers ensuring delivery satisfaction and value-added service.
- Cultivate a professional and positive image for CODC.

Responsibilities

- Build commitment to CODC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Comply with all legislative requirements.
- Adhere to CODC's Code of Conduct.

Objectives

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. All work, public complaints and inquiries referred to the Officer are being dealt with promptly and effectively and only progressed once clean.
6. Records of activity are being kept and all required reports are delivered on time and are of a good standard.

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 Senior Building Control Officer, 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
- Building (Swimming Pools Amendment) Act 2016
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991
- Plumbers, Gasfitters and Drainlayers Act 1976

Position Requirements

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

Education

- Reg 18 qualification required e.g..
- Diploma in Building Surveying
- Diploma in Construction Management
- Diploma in Construction
- Diploma in Quantity Surveying
- Diploma in Architectural Draughting
- Diploma in Architectural Technology.
- Bachelor of Applied Technology – Building
- Bachelor of Architecture
- Bachelor of Architectural Studies
- Bachelor of Building Science
- Bachelor of Construction
- Bachelor of Engineering

Experience

- Demonstrated comprehensive appreciation of the building consenting process.
- Proven experience in a customer service and/or administration role.
- Ability to understand, accurately interpret and apply legislative provisions in a BCA specific environment.
- Experience in the regulatory building field.
- Demonstrated experience in a range of desktop applications including Microsoft Office.
- Demonstrated planning and organisational skills with an excellent eye for detail. Ability to effectively multitask.
- Proven ability to establish and maintain effective relationships with customers and gain their trust and respect.
- Demonstrated ability to take on responsibility and use initiative to prioritise work effectively under pressure and to tight deadlines.
- Demonstrated experience in process/system improvement.
- Well-developed communication skills, both written and verbal.
- Knowledge of building consent application and inspection processes would be an advantage.

General

- Excellent interpersonal skills. Relates well to all kinds of people.
- Conveys a professional and positive image, with a courteous and efficient manner.
Experience within the building industry.
- Highly motivated, achievement-oriented and innovative professional.

Relationships

External

Public
Specialist Consultants and Advisors
New Zealand Fire Service
Public Bodies
Various Government Agencies
Residents and users of facilities

Internal

Chief Executive Officer
Group Manager – Planning and Infrastructure
Regulatory Services Manager
Team Leader Building Control
Senior Building Control Officers
Building Control officers
Customer Services
Council Staff