

Position Description

POSITION	: Team Leader – Building Control
REPORTS TO	: Planning and Regulatory Services Manager
DEPARTMENT	: Planning and Infrastructure
LOCATION	: Alexandra / Cromwell

Purpose

To assist the Planning and Regulatory Services Manager in providing leadership and mentoring to the Building Control team.

To assist the Building Control Officers in providing a customer focused service to facilitate people to build properly through a fast and cost-effective process.

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

Principal Duties and Responsibilities

1. To undertake daily co-ordination, discussions and hold fortnightly one on one meetings with the Building Control officers. This includes the provision of technical leadership in all Building Code clauses and assisting in the resolution of any complex customer enquiries.
2. To provide fortnightly feedback to the Planning and Regulatory Services Manager of the one on one meetings or any other matters that arise.
3. Periodic review of building consent processing and inspections with the Building Control Officer in the work. This will be based on identified needs in discussion with the Planning

and Regulatory Services Manager and will constitute peer reviews for accreditation purposes.

4. Respond to general complaints and enquiries relating to building work in discussion with the Planning and Regulatory Services Manager.
5. To process Building Consents and undertake inspections as required/allocated.

Building Consents are processed by applying the guidelines set out in Quality Assurance System, responsibilities include:

- a. Code Compliance Certificates
 - b. Daily monitoring of workloads
 - c. In association with the Planning and Regulatory Services Manager, testing the workflow to ensure the Quality Assurance System is followed
 - d. Specific procedures notably:
 - Access to building by people with disabilities
 - Certificates of Acceptance
 - Certificates of Public Use
 - Compliance Schedules
 - Hazards
 - Lapses of Building Consent
 - Notices to Fix
 - Refusals
6. To co-ordinate and lead monthly team meetings.
 7. To deliver building control services in a friendly, efficient, coordinated and non-bureaucratic manner.
 8. To assist in monitoring compliance with nominated requirements of the Resource Management Act and when non-compliance is observed these matters are reported on.
 9. To assist in leading and mentoring the Building team and fostering teamwork and collaboration to provide a customer centric building service.

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. To be responsible for the day-to-day operations of the building control officers in ensuring the building services are met.
2. To provide good building advice to other departments and customers as required.
3. To provide effective leadership, support and mentoring to the building control officers to enable the team to effectively deliver their work objectives.
4. That fortnightly one on ones are undertaken and followed up as necessary to the satisfaction of the Planning and Regulatory Services Manager.
5. Building consents are processed correctly and within the statutory timeframes.

6. All building, drainage and plumbing and general inspection services are provided in accordance with the standards required by the Building Act and other relevant legislation.
7. Learning occurs from analysing key measures, as outlined in Quality Assurance System.
8. All work, public complaints and inquiries referred to the Officer are being dealt with promptly and effectively and only progress once clean.
9. Records of activity are being kept and all required reports are delivered on time and are of a good standard.
10. Fostering collaborative team, with positive reinforcement and mentoring.
11. Ensure Council's health and safety policies, procedure and practices are implemented, and staff supported.
12. To assist the Planning and Regulatory Services Manager in the teams' activities as required.

Delegations

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

Makes good 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)

Position Requirements

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

Experience/Knowledge

- A professional qualification in the building industry at a minimum level of one or more of the following is required that meets Regulation 18 in terms of the Building Consenting Authority Regulations
- A minimum of 10 years full time employment in the building control field.
- Proven experience and skills in tasks involving managerial, leadership, negotiation, and dispute resolution.
- Current competencies for processing and inspections Residential 1-3, and Commercial 1-2.
- A current valid New Zealand motor vehicle driver's licence.
- A good working knowledge and proven experience of working with the Building Act 2004 and NZ Building code.
- A practical working knowledge of computer systems and territorial authority record systems.

Specific Skills

- Leadership skills with experience in developing and mentoring staff
- 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 be able to prepare reports on matters in dispute or for file reference.
- Able to exercise judgement in problem solving.
- Ability to apply and interpret legislation.

Special Personal Attributes

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

Relationships

External

General public
Building Companies
Specialist Consultants and Advisors (planning, engineers)
Trade Groups
Property Owners

Internal

Chief Executive Officer
Group Manager - Planning and Infrastructure
Planning and Regulatory Services Manager
Building Officers
Other Council staff