

Position Description

POSITION	: Building Control Officer
REPORTS TO	: Planning and Regulatory Services Manager
LOCATION	: Cromwell

Purpose

To undertake Building Control work consistent with the QAS – Building so that purpose is achieved i.e. to help people build properly, made easy through a fast, 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. Work as part of the Building Control Team in processing building consents and undertaking inspections and applying the Quality Assurance System – Building (QAS – Building) so that purpose is achieved in a manner that complies with the Building Act, the Building Regulations, the Building Code and all other associated and relevant statutes.
2. Direct involvement in the following and applying the guidelines set out in QAS – Building, so that purpose is achieved:
 - a) Implement the QAS – Building “I Want to Build Process” for clients
 - b) Be conversant with QAS – Building
 - c) Provide support to others as appropriate given skills and knowledge
 - d) Record information as required in the QAS – Building
 - e) Maintain clear responsibilities, authorities and organisational relationships

- f) Specific procedures notably:
- ~ Access to building by people with disabilities
 - ~ Alternative Solutions
 - ~ Amendments
 - ~ Certificates of Acceptance
 - ~ Certificates of Public Use
 - ~ Fire Procedures if Alternative Solution
 - ~ Hazards
 - ~ Notices to Fix
 - ~ Waivers and Modifications
3. To ensure that the specific written Council policies and procedures relating to the relevant legislation are applied and implemented.
 4. To deliver building control services in a friendly, efficient, coordinated and non-bureaucratic manner.
 5. To assist in monitoring compliance with nominated requirements of the Resource Management Act, Rating, Power Act and Health Act, and when non-compliance is observed these matters are reported on.
 6. Champion, comply and promote Council's health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.
 7. Carry out such other duties as may be allocated from time to time by the Senior Building Control Officer, Planning and Regulatory Services Manager, Group Manager – Planning and Infrastructure or the CEO.

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. 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. Nominated conditions of Resource Consents are being monitored for compliance and when non-compliance items are identified full details are forwarded to the Planning and Regulatory Services Manager.
6. All work, public complaints and inquiries referred to the Officer are being dealt with promptly and effectively and only progressed once clean.

7. 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
- 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.

Knowledge

- A good working knowledge of the Building Act, the Building Code and the approved documents.
- A sound working knowledge of the various Acts, Regulations and Bylaws governing the control of building, drainage and plumbing, and the requirements of the District Plan, as appropriate.
- A practical working knowledge of computer systems and territorial authority record systems.

Formal Qualifications

- A professional qualification in the building industry at a minimum level of one or more of the following is required:
 - Diploma in Building Surveying
 - New Zealand Certificate in Building or equivalent
 - Craftsman Plumber and Registered Drainlayer
 - Advanced Trade Certificate in Building
 - Multi-Skilled Officers Certificate
- A current valid motor vehicle drivers' licence.

Skills

- 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 an ability to prepare reports on matters in dispute or for file reference.

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.
- Be proactive in developing systems and facilities that enhance customer service.

Relationships

External

Public
 Specialist Consultants and Advisors
 (planning, engineers)
 Fire and Emergency New Zealand
 Public Bodies
 Various Government Agencies
 Solicitors
 Trade Groups
 Property Owners

Internal

Chief Executive Officer
 Group Manager – Planning and Infrastructure

 Planning and Regulatory Services Manager
 Senior Building Control Officer
 Planning Officer
 Infrastructure Services Department
 Customer Services
 Council Staff