

Position Description

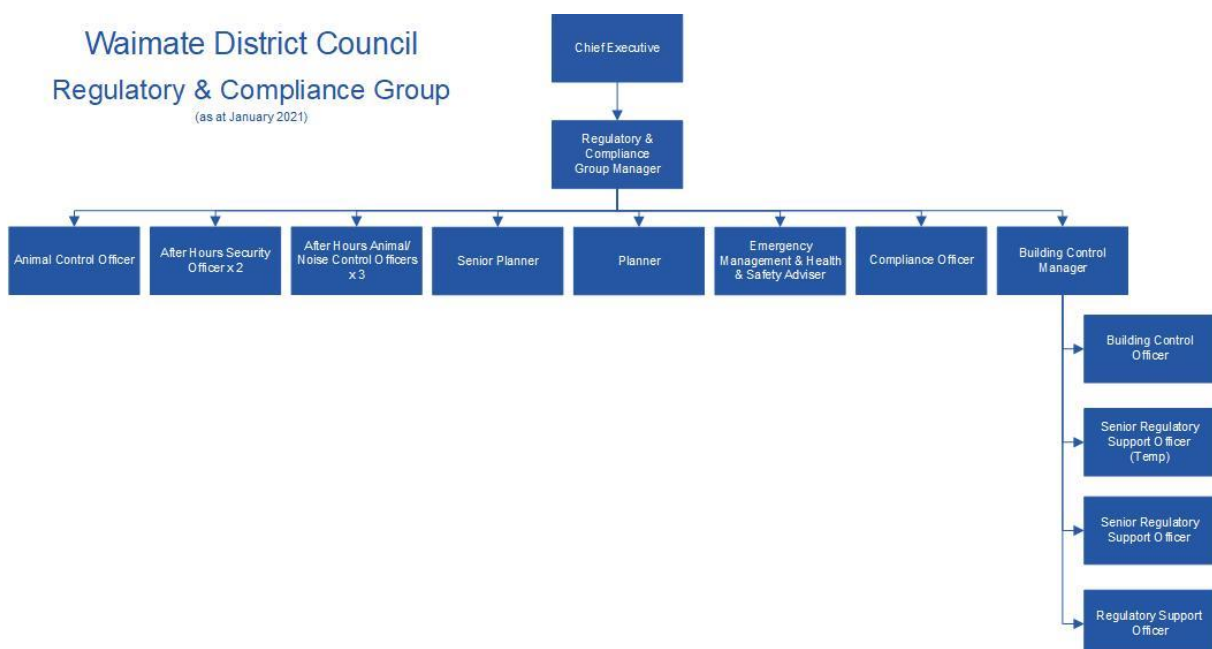
Position Details

Position title	Building Control Officer
Position category	SP5 – 12
Reports to	Building Control Manager
Group	Regulatory and Compliance Group
Staff	Nil
Employment type	Permanent full time
Hours of work	40 hours per week
Location	Main Office, 125 Queen Street, Waimate
Date last reviewed	04 October 2021
Minimum review date	04 October 2026

Purpose

The Building Control Officer is responsible for performing all Building Consent Authority (BCA) and Territorial Authority (TA) functions and duties as described in the Building Act and associated Regulations, Local Government Act and associated Regulations.

Structure



Council Overview

Local Government Purpose

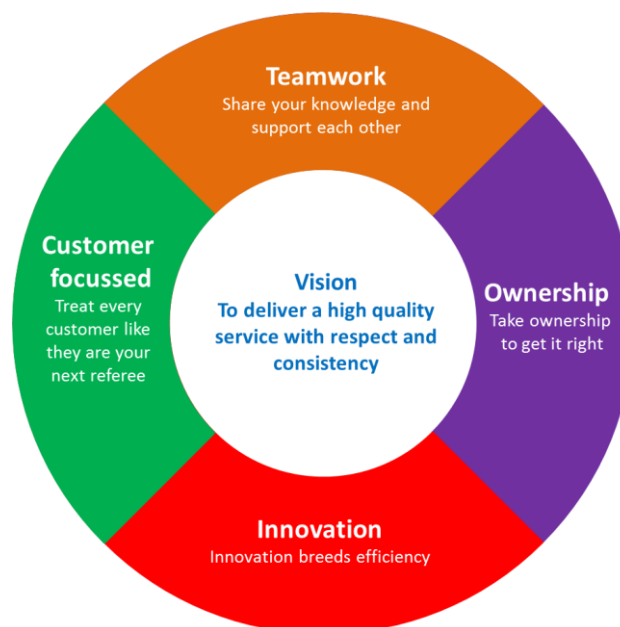
As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 To promote the social, Economic, environmental, and cultural well-being of communities in the present and for the future.

Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

Staff Vision and Values



Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Building Control Manager• Regulatory and Compliance Group Manager• Chief Executive• Mayor• Leadership Team• Senior Regulatory Support Officers• Resource Planner• All Dog/Animal Control Officers• All WDC Staff	<ul style="list-style-type: none">• Members of the Public• Real Estate Agents• Contractors/Builders• Timaru District Council• Mackenzie District Council• Waitaki District Council• Canterbury Regional Council• BOINZ (Building Officials Institute of New Zealand)

Key Responsibilities

Building Consent Authority

- Provide advice and interpretation to the public on matters relating to the Building Act, NZ Building Code and Regulations.
- Assess Building Consent applications for compliance with the Building Act, NZ Building Code and associated Regulations and record decisions to grant and issue or refuse to issue consents.
- Inspection of building work.
- Undertake final inspections and review supporting documents to issue or refuse to issue Code Compliance Certificates (CCC).
- Perform all BCA functions in accordance with the current Quality Assurance System.
- Work within the recorded BCA levels of Competency.
- Perform enforcement actions as provided under the Building Act.
- Undertake/attend required training to maintain competency and skills required to perform the duties of this position to meet Regulation 18 requirements.
- Perform reviews and provide reports as required to the person responsible for the Quality Assurance System of the BCA.

Territorial Authority

- Receive and process applications for Land Information Memorandums (LIM's)
- Process and issue Project Information Memorandums (PIM's)
- Process and issue amendments to Compliance Schedules.
- Issue Notices to Fix (NTF) only after consultation with the Building Control Manager or Regulatory and Compliance Group Manager, where contraventions of the Building Act, NZ Building Code and Regulations have been identified.
- Undertake inspections of Pool Fencing to ensure compliance with the Building Act.
- Perform Emergency Response duties when and as required and attend training as required.

The following responsibilities apply to all staff.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Variation of Responsibilities

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Regulatory and Compliance Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

Knowledge, Qualifications and Experience

Essential

- Hold a National Diploma in Building Surveying (small buildings) and or National Diploma in Building Surveying (medium or large buildings) or equivalent qualification.
- Previous work experience in the building industry and regulatory environments such as BCA's.
- Knowledge of the Building Act, Building Code, Acceptable Solutions and verification methods, AS/NZS Standards, and other relevant legislation.

- Qualifications including tertiary and trade qualifications.
- Good computer skills
- Full clean drivers licence.

Desirable

- Hold or be working towards an appropriate NZ Qualification.
- Hold an equivalent overseas qualification.

Expected Behaviours

Core Behaviours	
Accountability	<ul style="list-style-type: none"> • Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council's confidentiality policy when dealing with customer information
Self management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility

Core Behaviours	
	<ul style="list-style-type: none"> Continually looks for opportunities to gain new knowledge and skills
Team work	<ul style="list-style-type: none"> Is an active and contributing team player Values diversity and supports different ways of working Proactively shares information, ideas and experiences Empowers others to succeed and to seek excellence Credits others for their contributions and accomplishments
Vision and values	<ul style="list-style-type: none"> Shows commitment to Council's vision and values

Role Specific Behaviours	
Decision-making	<ul style="list-style-type: none"> Identifies and uses various sources of information to make an informed decision Considers risk factors in decision-making Uses own judgement and experience to solve problems Makes decisions on a timely basis
Information technology	<ul style="list-style-type: none"> Has an appropriate level of skill in computer software relevant to the requirements of the role Is confident to try new software Looks for ways to improve efficiency through the use of technology
Innovation	<ul style="list-style-type: none"> Continually reflects on how things could be done better Adopts a positive and flexible attitude to improvement, change and challenges Manages barriers to innovation and improvement
Intellectual capability	<ul style="list-style-type: none"> Shows evidence of analytical thinking Rapidly and accurately identifies key issues or actions Goes beyond the information immediately available Understands the possible ramifications of their work and issues
Political acumen	<ul style="list-style-type: none"> Offers unbiased professional advice Understands the political system and underlying drivers Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Relationship building	<ul style="list-style-type: none"> Builds and maintains professional and productive relationships Understands stakeholders' views and why they are held Demonstrates sensitivity to other groups and values diversity

Approval

**Building Control
Officer**

Name

Signature

Date

**Regulatory and
Compliance
Group Manager**

Name

Signature

Date

**Human
Resources
Manager**

Name

Signature

Date