

CENTRAL HAWKES BAY DISTRICT COUNCIL



JOB DESCRIPTION

Job Title:	Building Control Officer
Group:	Community Infrastructure and Development
Team:	
Responsible To:	Customer and Consents Lead
Responsible For:	
Job Purpose:	This job exists to: <ul style="list-style-type: none">▪ Ensure compliance with Council's Building and Regulatory responsibilities.
Date:	December 2017

Together we THRIVE!

Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

Our Values

TRUST	We create trust by acting with integrity.
HONESTY	We do what is right even when no one is looking.
RESPECT	We have respect for each other, our community and our stakeholders.
INNOVATION	We find smarter ways to do things to produce improved and sustainable results.
VALUING PEOPLE	We are one team, supporting each other to succeed.
EXCELLENCE	We deliver exceptional results

Key Relationships

External

MBIE
IANZ Auditors
Builders and Designers
Consulting Engineers
Technical Advisors / Experts
Ratepayers

Internal

Council Staff
Mayor and Councillors

Key Result Areas

The position of Senior/Building Control Officer encompasses the following major functions or Key Result Areas:

- ☐ Consent Processing
- ☐ Inspections
- ☐ Customer Service
- ☐ Other Responsibilities
- ☐ Organisational Contribution

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is responsible for	Jobholder is successful when
1. Consent Processing <ul style="list-style-type: none"> <input type="checkbox"/> Receive and process applications for Building Consents ensuring that the requirements of the District Plan, Council Bylaws, and the Building Act, Regulations and Code are met and necessary approvals obtained. 	<ul style="list-style-type: none"> ▪ Vetting of consents is carried out in accordance with approved systems / procedures. ▪ Consents are processed accurately and within legislative requirements and standard procedures. ▪ All applications are processed in a co-ordinated manner. ▪ All records are accurate and up to date.

Jobholder is responsible for	Jobholder is successful when
2. Inspections <ul style="list-style-type: none"> <input type="checkbox"/> Carry out regular inspections of construction work in the district to ensure the District Plan, Council Bylaws and the Building Act, Regulations and Code are complied with. <input type="checkbox"/> Maintain accurate records of all activities and consents issued. <input type="checkbox"/> Enforce and monitor provisions of the Local Government Act, the Building Act and all other relevant legislation, including the Building (Pools) Amendment Act 2016. <input type="checkbox"/> Carry out inspections of building complaints to ensure compliance with the Building Act. 	<ul style="list-style-type: none"> ▪ Inspections are completed in a timely manner. ▪ Inspection notes are completed on site ▪ Accurate, detailed, and clear inspection notes are kept and recorded. ▪ Records are accurate and filed correctly. ▪ Enforcement notices are clear concise and accurate. ▪ Respond to complaints within a timely period. ▪ The Customer and Consents Lead and Group Manager Infrastructure and Development are kept informed.

Jobholder is responsible for	Jobholder is successful when
3. Customer Service <ul style="list-style-type: none"> ❑ Advise property owners, tradesmen, architects, engineers and the public on all matters relating to building in the district including interpretation of the District Plan in consultation with the Regulatory Services Manager. ❑ Initiate and co-ordinate programmes to educate the local building industry on the Building Code and Building Act. 	<ul style="list-style-type: none"> ▪ All enquiries are answered in a timely and efficient manner. ▪ No legal action is taken against Council due to inaccurate or incorrect advice. ▪ Positive customer feedback is received. ▪ Education programmes are initiated and attended.

Jobholder is responsible for	Jobholder is successful when
4. Other Responsibilities <ul style="list-style-type: none"> ❑ Undertake appropriate and identified training opportunities to keep up to date with the requirements of this work. ❑ Liaise with Council's staff and Council's consultants as appropriate. ❑ Participate in audit activities / meetings as required by the BCA Quality Manager and/or BCA Auditor ❑ Carry out relief duties of other Regulatory staff during their absence as required. ❑ Carry out any other duties as required by the Customer and Consents Lead, Group Manager Community Infrastructure and Development or Chief Executive. 	<ul style="list-style-type: none"> ▪ Training opportunities are attended. ▪ Training folder maintained and training records up to date. ▪ A good working relationship is maintained with staff and consultants. • BCA Quality Manager and / or BCA Auditor reports reflect compliance with accreditation requirements. ▪ Duties carried out as required. ▪ Duties carried out as required.

Jobholder is responsible for	Jobholder is successful when
<p>5. Organisational Contribution</p> <ul style="list-style-type: none"> ❑ Undertake Performance Development tasks/responsibilities in terms of Council's system. ❑ Observe and apply occupational safety and health policies, procedures and rules stated by Council, which are pertinent to the duties carried out by the officer in this position and in all other operational areas of the organisation, and demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015 ❑ Participate in and undertakes emergency management duties as required. ❑ Participate and contribute to Council projects and inter-departmental initiatives as requested/agreed. ❑ Maintain Council property and equipment. ❑ Fulfil administration - reporting requirements (eg timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Council responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Positively applies appropriate health and safety knowledge to the workplace, both in personal application and in application to any facet of Council's operations. ▪ Active participation. ▪ Contribution to projects and Council initiatives is effective and valued and is approached in a positive and helpful manner. ▪ Any Council property allocated or used is properly looked after. ▪ Administration requirements are completed timely and accurately as specified.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken:

- Checking plans and specifications for compliance with the Building Code.
- Inspection and certification of building and plumbing work on site to determine compliance with the Building Code.
- Achieving sound knowledge of the Building Act and other relevant legislation to undertake enforcement action.
- Preparation and presentation of topics for builder education sessions.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> ▪ 2 – 5 years experience as a Building Control Officer ▪ Proven ability to communicate effectively with members of the public and to resolve conflict ▪ Self motivated and able to work independently. ▪ Physically capable of undertaking the full range of duties. ▪ A current Drivers Licence ▪ Highest standards of conduct and probity ▪ Understanding and commitment to health and safety in the workplace ▪ Understanding and commitment to diverse workplaces ▪ Understanding and commitment to bicultural issues. 	<ul style="list-style-type: none"> ▪ Senior Building Control Officer or Processing/Technical lead experience

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> ▪ Membership of BOINZ 	<ul style="list-style-type: none"> ▪ National Diploma in Building Control

Personal Attributes

- Attention to detail and accuracy
- Excellent negotiation skills
- The ability to work calmly in difficult situations
- An ability to recognise and manage stress

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Senior/Building Control Officer

Date

Approved:

Group Manager Community Infrastructure and Development

Date

Approved:

Chief Executive

Date