

WESTLAND DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Building Control Officer

PURPOSE

To perform a range of tasks relating to building-related Building Consent Authority (BCA) and Territorial Authority (TA) functions, primarily processing building consent applications, performing inspections, and issuing Code Compliance Certificates while maintaining exceptional customer service.

SPECIFIC DUTIES & RESPONSIBILITIES

Perform various Building Act 2004 functions:

- Processing (including importing and vetting) of applications for building consents, project information memorandums, exemptions and Certificate of Acceptance.
- Inspection of consented building works, issuing Code Compliance Certificates.
- Monitoring and maintaining compliance schedules, enforcing the Building Warrant of Fitness system, on-site compliance schedule audits.
- Investigating complaints of potential illegal building works and issue and monitor Notices to Fix where appropriate, in conjunction with the WDC Enforcement Policy.
- Monitoring and following up lapse consents where no CCC has been issued after two years when required.
- Providing building-related input to Land Information Memoranda (LIMs) when required.
- Assist Civil Defence efforts by undertaking post-disaster and/or post-event inspections of buildings.
- Undertaking the responsibilities under the Council's Policy on Dangerous and Insanitary Buildings plus any relevant legislation, and the Earthquake Prone Building Legislation.
- Undertaking the functions and duties associated with the inspection of swimming pools under the Building (Pools) Amendment Act 2017 and the inspection of devices under the Amusement Devices Regulations 1978.

Record Keeping & Quality Assurance

- Ensuring that proper records and documentation as required by statute, regulation, bylaw and policy are kept, and BCA records are transferred to the TA in an appropriate manner.
- Supporting the Building Control Manager and Building Control and Quality Officer in maintaining and improving the quality assurance system.
- Implementing new technology including on-line consenting systems to drive greater efficiency and improve customer service.
- Providing feedback and advice to management on central and local government policy proposals where requested, based on experience and knowledge of industry trends.

Other Duties

- Performing other duties as and when they arise.

Key Relationships

- Building Control Team
- Westland District Council staff
- Mayor and Councillors
- Westland Community, ratepayers, general public

Delegated Authority

- N/A

Staff management

- N/A

Reporting to:

- Building Control Manager

Health & Safety

- Follow all safe work practices, procedures, guidelines and controls.
- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons. Encourage others to do the same.
- Actively contribute to hazard identification and hazard management.
- Communicate health and safety issues or concerns directly to their manager or a health and safety representative.
- Report all accidents, injuries, incidents, pain or discomfort and near misses immediately or as soon as possible within 24 hours. This includes damage to property, vehicles and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.
- Take an active role in any personal treatment, rehabilitation plans or return to work programs if applicable.
- Wear Personal Protective Equipment (PPE) where required and be personally responsible for the use, care and storage of PPE
- Take responsibility for visitors and support visitors to comply with Council Health and Safety Policy and procedures at all times.
- May be required to be a Fire Warden or Deputy Fire Warden in the event of an emergency evacuation.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Qualifications and Experience

- Hold or be enrolled in and actively working towards an appropriate qualification recognised in Regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- Assessed current competency of at least Res 2 and Com 1 level for building consent processing and inspections.
- Minimum of 3 - 5 years experience in a similar role, or demonstrated capacity through a related role to perform the functions of this role with minimal training.

Knowledge / Skills / Abilities

- Expert knowledge of building construction standards.
- Good overall knowledge of building industry legislation, policies and procedures.
- Computer literacy with software proficiency covering a variety of applications.
- An appreciation for the political and sensitive nature of local government.
- Excellent verbal and written communication skills.
- Ability to ensure that work is completed to a high standard and to meet deadlines.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative.
- Excellent Customer Service skills.
- An eye for detail.
- Ability to manage time, prioritise and organise workload.