

Position Description

Position Title

Building Control Officer

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

21/02/2022

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing

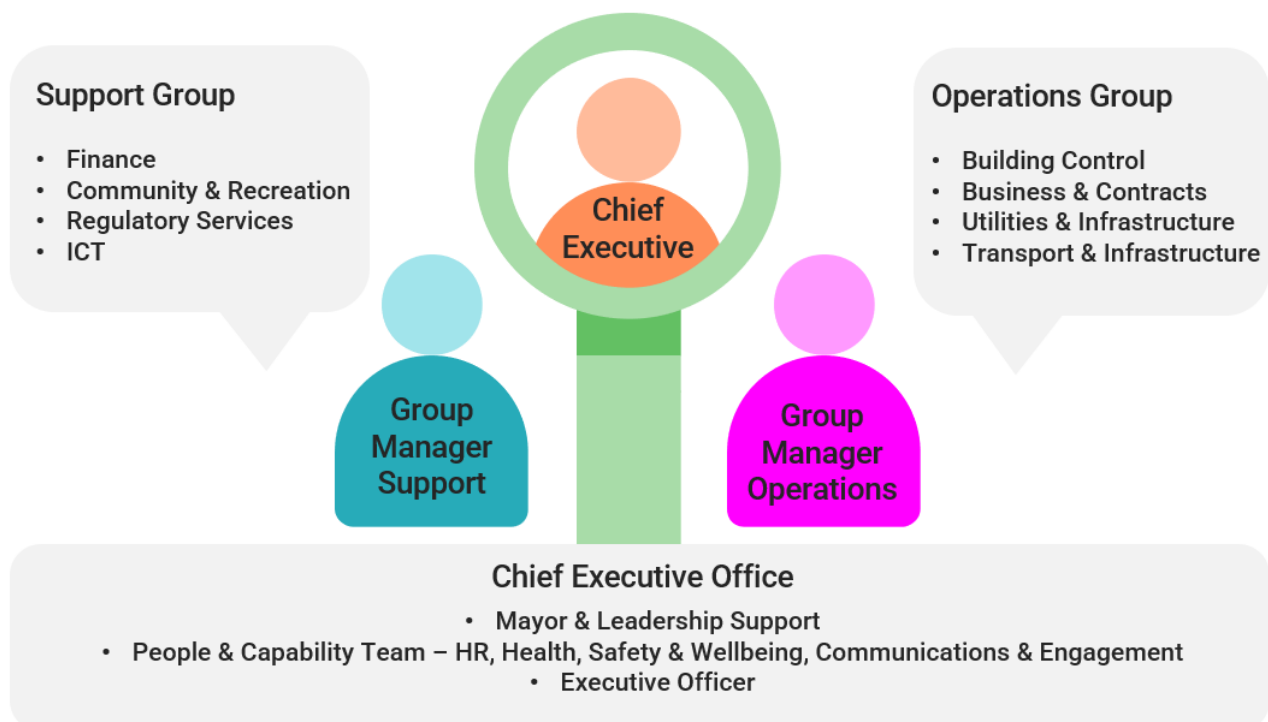


Be Integrity



Lead, together

Grey District Council Services



Position Details

Purpose of Position

The primary purpose of this role is to work as part of the building control team to provide high quality advice and information to our customers.

Core responsibilities include ensuring that Grey District Council meets its obligations in terms of administering the Building Act, Building Regulations, Building Code and other associated statutes. To ensure that all building work undertaken within the District is to a standard which is safe, sanitary and fit for purpose and, if a public building, provides for appropriate access and egress. To provide land and building owners, trades people and members of the public with quality advice on building regulatory matters. To contribute to Grey District Council's accreditation and operation as a building consent authority. To contribute to the overall operations of the Environmental Services department.

Key Relationships

Responsible to

Building Control Team Leader

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- Building Control Team
- All Staff

External

- Consultant planners and specialists
- Architects, surveyors, property developers
- Tradespersons
- Ratepayers and residents of Grey District
- Other agencies and stakeholder groups, (eg West Coast Regional Council, Ministry for the Environment, Iwi, Department of Conservation)
- Council's legal advisors
- Other Territorial Authorities

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time-to-time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Key Result Areas

KPI (area of responsibility)

Customer Service

Providing excellent technical customer service advice to all clients.

Provide advice and answer questions to members of the public and building tradespersons about building matters and legal requirements.

Assist in the development of public education material.

Land Information Memoranda

Participate in the assessment of requests for LIMs by:

Researching the property file.

Identifying outstanding issues or risks and, if necessary, undertaking an on-site inspection to confirm situation.

Recording issues, risks and/or hazards on the appropriate sections of the documentation.

Building Consents/Project Information Memoranda /Certificates of Acceptance

Review incoming applications for building consents, PIMs and/or Certificates of Acceptance for:

- Completeness of information
- Compliance with the Building Act and Code
- Adequacy of alternative solutions and/or producers statements where used

Consult with Planning Team to ascertain whether the proposed project requires a resource consent and processing files for the issuing of the PIM.

Consult with Assets Management Team on assets or infrastructure implications of project/consent.

Ensure that any variation to or deviation from the approved plans and/or specifications in an issued consent results in a new application for either a required change.

In association with other Council staff as required, assisting in the investigation of complaints of dangerous or insanitary buildings to ascertain the nature of the problem and what must be done to rectify it.

Where required assisting in the undertaking of enforcement action as required (may include owner advice, notice to fix, abatement notice, infringement notice, demolition order or enforcement order).

Undertake inspections as required to ensure that any building work is undertaken appropriately.

Measure (successful when)

Enquirers receive high quality advice, delivered in a friendly, timely and courteous manner.

Collegial working relationships with local trades people are developed and maintained.

People within the District understand the requirements for building consents and the reasons behind them.

LIMs are processed in an accurate and timely manner.

Any issues with the property which are known (eg unconsented building work, outstanding CCCs) are noted on the LIM.

Additional information required is obtained to inform decisions.

Input of other areas of Council (eg Planning, Assets) is obtained as required.

Expert opinion is obtained from consultants as necessary to ensure that the building meets the Code.

Consents/PIMs and COAs are processed efficiently and meet both legislative and statutory deadlines.

Variations and/or deviations from approved plans are recorded appropriately.

Appropriate evidence is collected, analysed and recorded to support enforcement or legal action.

Full details of investigation are recorded in detail on property file.

Appropriate enforcement action taken in a timely manner.

Public are protected from dangerous or insanitary buildings.

KPI (area of responsibility)**Measure (successful when)****Resource Consents**

Provide the Planning Team with expert advice and input into resource consents involving building matters which may affect the consent application.

Planning Team can make quality decisions in a timely manner.

Policy and Process Development

Participate in the continuous improvement of departmental systems and processes.

Participate in the development of processes and documentation to support Grey District's application for building consent authority status.

Liaise with colleagues from agencies and other TLAs about key local developments and incidents.

GDC systems and processes are regularly updated to meet new and changing requirements – from customers, staff, legislation etc.

GDC remains accredited as a BCA.

There is a sharing of information and experience within the industry from which everyone can learn.

Accountability Statements

Accountability Factors and Measurable Statement	
Education	Requires 4-5 years secondary schooling and a further full-time course of study for 2-3 years in a technical or specialized field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialised technical or scholastic skills to determine solutions to workplace issues, in self-directed and sometimes directive activity, drawing on a broad knowledge base with substantial depth in some areas and with some theoretical elements. National Certificate Level 6, National Diploma Level 5.
Experience	The job requires experience of a broad nature, above that of a skilled operator/technician. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. Thus it may be necessary to work in harmony with conflicting and diverse activities and usually involves control of resources and people. 5 - 6 years relevant experience.
Complexity	The end results required and policy frameworks are defined but independent thought is necessary to co-ordinate conflicting demands and optimise efficiency.
Scope	Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.
Problem Solving	Much of the work is routine but problems require reference to precedents and/or extensive interpretation of detailed instructions.
Freedom to Act	Work conforms to specified procedures and the results are clearly defined. Work is subject to in-progress review and guidance and assistance are readily available.
Impact/Result of Decisions	Direct impact of a single discretionary decision causes minor impact, which can be expressed in dollar terms of less than \$100. (Individual) \$31 - 70.
Interpersonal Skills	Discusses work with employees and communicates information to other people. The skills for representing the organisation externally and/or interacting with organisations or people outside the organisation where one or more of the following elements are present 1) there is a requirement to exert influence on others and to endeavour to convince/ persuade others to see/act in accordance with his/her point of view; 2) skills for consulting with and presenting to groups; 3) skills for reaching agreement on overall plans or schedules or to gain co-operation or participation in an activity; 4) sales roles involved in seeking clients and actively operating in a competitive market; 5) roles where empathy, understanding and interpersonal skills form a major component of the job.
Authorities	No authority to incur routine expenditure, commit capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence, approve staff leave etc.
People Management	Controls no staff. At the middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility on a rotational team leader basis or with some involvement in training/guiding or project management.

Person Specification

Education / Qualifications

NZ Diploma (or working towards) in a relevant field - Building Control Surveying, Architecture, Construction Management, or building science, Trade cert in Building/Plumbing/ Drainlaying/ Gasfitting

Residential 2 and Commercial 2 Competency in National Competency Framework.

Medium computer competency skills

Full driver's licence

Knowledge / Experience

Excellent written and oral communication skills

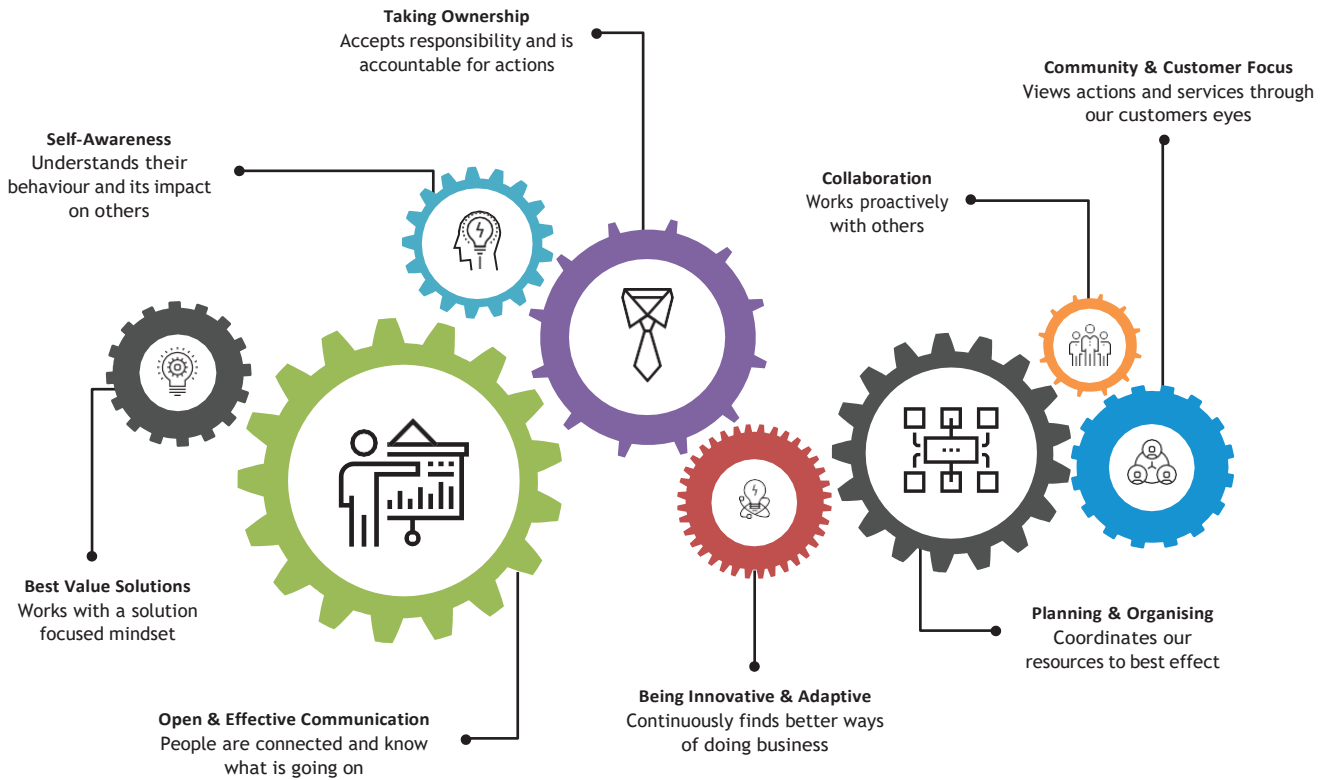
Highest level of integrity and professionalism including the ability to act impartially and retain confidences

Have an excellent understanding of the Construction Industry and Building Legislation

Good communication skills – written & oral – prepare reports and correspondence, negotiate with builders/owners etc

Ability to work on own without or with minimum supervision

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description Approved by _____
(Group Manager)

Date _____

Position Description Accepted by _____
(Position Holder)

Date _____