

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.
 - Investigate complaints of potential illegal building works and issue and monitor Notices to Fix where appropriate, in conjunction with the WDC Enforcement Policy.
 - Monitor and follow up lapse consents and where no CCC has been issued after 2 years when required.
 - Provide building-related input to Land Information Memoranda (LIMs) when required.
- Undertake the responsibilities under the Council's Policy on Dangerous and Insanitary Buildings, and any relevant legislation, and the Earthquake Prone Building Legislation.
- Undertake 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 - Ensure 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.
- Quality Assurance - Support the Building Control Manager and Building Control and Quality Officer in maintaining and improving the quality assurance system.
- Implement new technology including on-line consenting systems to drive greater efficiency and improve customer service.
- Provide feedback and advice to management on central and local government policy proposals where requested, based on experience and knowledge of industry trends.
- Assist Civil Defence efforts by undertaking post-disaster and/or post-event inspections of buildings.
- Other Duties
 - Performing other duties as and when they arise.
- Health & Safety
 - To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
 - To identify existing or potentially hazardous conditions and recommend appropriate corrective actions.
 - To report all accidents and near-miss events.
 - To be familiar with emergency procedures.
 - To ensure visitors and contractors operate under the Council health and safety policy and procedures.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise 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 fulfilment 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

- 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.
- Expert knowledge of building construction standards.
- Good overall knowledge of building industry legislation, policies and procedures.
- 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.
- 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.