JOB DESCRIPTION

GORE DISTRICT COUNCIL

Position	**Building Control Officer**
Held by	**Vacant**
Date	**November 2022**
Reports to	**Building Control Manager**
Hours of work	**Monday-Friday, 37.5 hours per week. Additional hours may be required from time to time depending on workload.**

Purpose of position

To provide building control services as guided by codes and statutes. The position involves the consideration and issuing of building consents, building a good working relationship with tradespersons, professionals, developers and the public. Inspection services are provided in an informative and friendly manner to assist customers meeting their obligations in terms of the relevant statutes.

The Council will consider applicants from junior to senior levels. A comprehensive training programme is available to, and supported by the Council, for those candidates considering a career in building control.

Responsibilities

- To keep up to date with legislative changes, new technologies and innovative solutions to building related problems.
- To promote knowledge obtained from building industry seminars and forums, to tradespersons and developers in regard to building solutions.
- To assist with the provision of inspection services to the District in a timely and courteous manner, promoting safe building practices.
- To implement Notices to Fix where required.
- To ensure that building consent applications are processed in a timely manner and monitored, enabling the issuing of consents and code compliance certificates.
- To work with building owners in the administration of their building warrants of fitness.
- The maintenance of building inspection equipment.
- To deal with the public and enquiries in a friendly and courteous manner.

- Assistance with the preparation of monthly returns to agencies involved in the administration of the Building Act.
- Any other territorial authority functions that may arise, including amusement devices, dangerous earthquake prone or insanitary buildings, building warrants of fitness, Certificates of Public Use, Certificates of Acceptance.
- Other duties or special project work that may be assigned by the Building Control Manager from time to time.

Key position objectives

- Ensure familiarity with Statutes, codes, regulations and Council policy in providing a professional service to the Council and District.
- Provide building code inspection services to customers in an efficient and responsive manner and monitor BCA outputs to ensure statutory timeframes are met.
- Ensure good liaison with agencies involved in the implementation of the Building Act and codes.
- Keep the Council and community informed of any legislative changes.
- Maintain good communication in all internal and external relationships.
- Undertake other duties that the Building Control Manager may allocate in addition to those outlined, but which fall within your capabilities and experience and accept changes in responsibilities and duties bought about by organisational changes. These duties could include reporting tasks or project specific work as it arises.
- To be available to assist the building control needs of adjoining territorial authorities.
- To assist in the implementation of district planning provisions in terms of land use activities with their associated building developments.
- To prepare and assist with any legal requirements in regard to the implementation of notices in co-operation with the Council's Solicitor.

Key result areas

- Building control services are provided in a friendly, cooperative and coordinated manner to assist customers comply with the Codes.
- Practices and procedures within the District are in accordance with the Council's policies, programmes and instructions.
- Problems, or potential problems are identified and corrective action is taken in a timely manner.
- A professional manner is projected at all times to the public, ratepayers, other professional groups, developers and tradespersons.
- Building consents are issued and monitored in terms of statutory timeframe statistics available in the monthly reports. Any proposed enhancements can be tabled at a BCA meeting.
- New technologies and innovative solutions to building problems are promoted within the District.
- All pertinent information is recorded, processed and maintained in an accurate, timely and retrievable manner.

- The processing of LIMs and PIMs within statutory guidelines, or as required.
- The key result areas are identified to assist in formulating the performance objectives.

Functional relationships

Within Council	All Council staff
External relationships	Ratepayers, building professionals, lawyers, Building Industry Authority, members of the public, property developers, government agencies, adjoining territorial authorities, BOINZ.

Personal qualities and qualifications

- Extensive experience in the building and related industries and have a comprehensive understanding of the NZ Building Code and Building Act.
- Hold at the very least, a Trades Certificate in carpentry or another equivalent certificate. Associated trade qualifications or appropriate diploma would be a bonus.
- Maturity in outlook and judgment, with a high level of communication skills that can be shared to enhance the knowledge of colleagues.
- Possess good skills with electronic devices and be able to handle constant technological advances.
- Have reasonable computer skills in entering data such as Code of Compliance Certificates, inspection reports.
- Have experience with and the ability to in interpret statutes, Codes and Bylaws.
- Ability to physically inspect all areas required. Be physically and independently mobile and fit.
- Involvement in an active frontline, investigate problem solving role within the area of building activities. Also perform the role of technical leader in chosen competencies.
- Have the ability to relate well to a wide range of personality types.
- Be able to work independently and as part of a team.
- Possess computer and database skills and be familiar with basic office systems.
- Have an ability to understand complex issues and explain them in an easy, coherent manner.
- Possess an innovative and practical approach to problem solving or resolution of issues
- Be organised and take a methodical approach to records, time keeping and investigations.
- The Officer shall assist with the provision of building control services for the Council and is a first point of contact with the public, tradespersons and professional people.
- You must have a permanent right to live and work in New Zealand.

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.
The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

Confidentiality
The employee, during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

KiwiSaver
If the employee is a member or is automatically enrolled, the Council will make a matching employer contribution of either 3% or 4% to any approved KiwiSaver scheme. The employee may elect to make a 3%, 4%, 6%, 8% or 10% contribution.

Property
Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.

Civil defence
To take part in civil defence training programmes and exercises in order that the employee is able to assist effectively in a civil defence emergency.

Other
Appropriate and relevant training and professional development will be provided.

The Gore District Council offers a collegial and flexible working environment, which includes an emphasis on training, development and an accent on humour.

RURAL CITY LIVING