



Building Control Officer Position Description

Department/Group:	Community and Customer Experience - Compliance
Reports to:	Team Leader - Assessments
Location:	Municipal Building, 101 Guyton Street, Whanganui
Post Number:	EMV 878
PD Created / Modified:	June 2024

Whanganui District Council Vision

To be an energised, united, and thriving district offering abundant opportunities for everyone.

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Position Purpose

The **Building Control Officer** is responsible for undertaking building control work; provide a safe environment for the public in and around buildings; ensure that buildings and structures comply with legislative standards.

Key Result Areas

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

<i>Key Result Area:</i>	<i>Job holder is successful if:</i>
1. Building Inspections	
<ul style="list-style-type: none">• To undertake inspections of building and plumbing work to ensure compliance with statutory legislation and associated regulations.• On-site plan vetting and interpretation.• Complete check-list and load results into the computerised database.	<ul style="list-style-type: none">• Work consented under building legislation and regulations is inspected for compliance with the NZ Building Act and Building Code.• Construction complies with approved plans and specifications.

<ul style="list-style-type: none"> Office administration duties including pre-inspection research. 	<ul style="list-style-type: none"> Building consents are recorded in the computer database throughout all stages of the building consent process and accurate records are kept up to date. Officer is prepared on case history prior to inspection.
2. Building Consent Applications - Processing	
<ul style="list-style-type: none"> To issue Project Information Memoranda to applicants within statutory timeframes. Assess for the completeness of documentation prior to acceptance of application. Assess completed building consent applications, including technical review, follow-up correspondence and re-evaluation as required. Sign off the consent and forward application to the document process. 	<ul style="list-style-type: none"> Project Information Memoranda are circulated around all relevant personnel and issued within statutory timeframes. Technical reviews/audits find no issues with the level of processing. Building consent applications comply with building, plumbing and drainage regulations, codes and standards. Building consent applications are processed in accordance with statutory requirements and time frames.
3. Compliance	
<ul style="list-style-type: none"> Ensures compliance of buildings and structures with all relevant legislation (Residential and Commercial). Ensuring that compliance schedule statement for new commercial buildings and/or altering an existing compliance schedule to an existing building are correct at completion. To ensure compliance with the Fencing of Swimming Pools legislation. Investigates complaints and queries to ensure buildings are safe and sanitary. Processing applications for Certificates of Acceptance, Certificates for Public Use, Code of Compliance Certificates and other compliance and enforcement documents. Prepares for and attends Court as expert witness. 	<ul style="list-style-type: none"> Buildings are inspected for compliance of buildings, plumbing and drainage requirements at specified stages of construction. Buildings are habitable, safe and sanitary as required by building legislation. Compliance schedules and building warrants of fitness are produced within the office. Safety is achieved with swimming pool environments meeting legislative standards. Advises, and if necessary, enforces building owner/occupiers of work to be carried out to remove danger. Work has been recognised by Council, risk has been minimised, and any non-compliant work brought up to standard by a Building Consent Application. Certificates issued recognising that the building is safe for public use. Enforcement action is taken for non-compliance when required. Site instruction notices and notices to fix are issued as required. Documents are issued and recorded in accordance with regulations and codes.

	<ul style="list-style-type: none"> Professional attendance at Court with accurate information given. Successful prosecutions.
4. Technical Advice / Customer Liaison	
<ul style="list-style-type: none"> Assists and advises the Customer Service team to answer building related queries at the public counter/by telephone/other. Liaises with internal and external customers; investigates and clarifies any matter raised in relation to relevant building legislation and regulations. Ensures that effective working relationships are developed and maintained and that excellent customer service (internal and external) is provided at all times. Face to face meetings with clients/trades-people on-site to discuss plan interpretation and compliance with building regulations. 	<ul style="list-style-type: none"> Customer Service team receives support and advice in answering technical building related queries. Expert assistance is given to clarify any areas of uncertainty in relation to relevant building legislation and regulations. Attends and contributes positively to staff and other meetings. Prepares correspondence, letters and witness statements as necessary. Good working relationships maintained and the outcome that is achieved complies with building code and /or minimises risk.
5. Land Information Memoranda	
<ul style="list-style-type: none"> To process Land Information Memoranda. 	<ul style="list-style-type: none"> Building, plumbing and drainage, and swimming pool related information is provided to enable Land Information Memoranda to be processed within set timeframes. Site inspections are carried out in relation to council records and appropriate action taken if illegal work is found.
6. Customer Service	
<ul style="list-style-type: none"> Demonstrate a “customer first” culture within the team, group and in the wider organisation. Act as a Customer Advocate in the team, group and in the wider organisation. See customer feedback as an opportunity to improve service. Develop partnerships within the organisation to meet customer needs. Contribute to the development of customer focused policies and procedure. 	<ul style="list-style-type: none"> There is demonstrated application of the Customer First and associated guidelines. Availability for customers is ensured. There is evidence of understanding of the needs of the customer and improving customer service. Any appropriate Service Level Agreement requirements are met. CRM and correspondence are responded to in required timeframe (where appropriate) Customer queries/requests are followed through in manner that ensures closure.

7. Long-term & Annual Planning Process	
<ul style="list-style-type: none"> Support and participate in the Long-term & Annual Planning Process for the Council when required. 	<ul style="list-style-type: none"> The Project Manager receives effective support in achieving the Council's statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required. Contributes to the development of business cases that support effective decision making.
8. Emergency Management	
<ul style="list-style-type: none"> Support and participation in Emergency Management for Council when required. 	<ul style="list-style-type: none"> The Emergency Manager receives effective support in achieving the Council's statutory and community obligations in emergency and risk management. Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.
9. Risk Management	
<ul style="list-style-type: none"> Compliance with Risk Management. 	<ul style="list-style-type: none"> Best practice risk management procedures apply to all projects, contracts, and day to day activities. Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance. Risks associated with functions managed and policies being developed are accurately identified, evaluated, and reduced.
10. Health and Safety	
<ul style="list-style-type: none"> Comply with all safe work procedures, policies, and instructions. Report all incidents, hazards/risks, and injuries to supervisors in a timely manner. Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. Take personal responsibility for own safety without putting others at risk. 	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given to you by the PCBU or your Manager. Timely, full, and accurate completion of incidents on the H & S electronic reporting. Participate in all Whanganui District Council Health & Safety Induction programmes and updates as and when required. Demonstrate commitment to Health & Safety for yourself, your staff and contractors and your work colleagues.

11. Professional Development and Training	
<ul style="list-style-type: none"> Professional Development/Training Needs are identified and enacted. 	<ul style="list-style-type: none"> Own training needs are identified through appraisal and training needs analysis. Agreed training programmed/development opportunities are taken up. Knowledge of both management and professional areas remains up to date.
12. Other	
Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.	

Note:

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

Key Relationships:

Internal	External
<ul style="list-style-type: none"> Environmental Services Team Infrastructure Planners Legal Management Councillors Share information Give and receive guidance and support 	<ul style="list-style-type: none"> Home owners General public Developers, architects, consultants and professional advisors Contractors, builders and other tradespeople Community bodies Other Utilities Trade representatives Provide professional advice and guidance Solve on-site issues Explain methods of compliance/ persuading Issue Certificates for public use, Certificates of Acceptance Liaise/discuss in advisory role

Role Scope:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil
Delegated Financial Authority:	In accordance with delegated authority guidelines

Qualifications and Experience:

Essential:	Desirable:
<ul style="list-style-type: none">• Regulation 18 qualification• Building Industry Trade Qualification in building or plumbing to Trade Certificate level or NZ Certificate in Building or equivalent industry qualification or Construction related tertiary qualification to degree level or Registration as a Plumber or Drain layer or both or trade certificate in carpentry• A current full NZ driver's licence• Has proven experience in the building industry and with building, plumbing and drainage practices• Has knowledge of building codes, regulations and associated building trades• Displays knowledge of building, plumbing and drainage products and installation requirements• Willingness to attend incidents that extend outside of normal office hours	<ul style="list-style-type: none">• Completion of a recognised Building Control Cross Skill Inspection Course, or similar.• Member of Building Officials Institute of New Zealand (BOINZ)• Site-safe passport• Long term local knowledge of Whanganui• Political awareness and an understanding of the political climate in Whanganui, and the impact decisions have on the economic development of the district

Variation:

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. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

General Manager: _____ Dated: _____