

# WAIROA DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Building Compliance Officer | Kaiurungi Tūtohu Waihanga

### PURPOSE

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- Ensure Council meets its obligations under the governing Acts, bylaws and regulations, to ensure both customer needs and statutory requirements are fulfilled.

#### ORGANISATIONAL AUTHORITY

Work Unit: Planning and Regulatory

Responsible To: Group Manager Planning and Regulatory

Responsible For: N/A

Financial Delegated Authority: \$1,000

Grade: 15

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Consent Processing:

- Process, assess and approve building consent, COA and PIM applications, ensuring all project plans and specifications comply with the standards and regulations required by the New Zealand Building Code and Building Act.
- Check assigned Building Consent applications against legislative requirements.
- Ensure that building consenting work is completed within required time frames.
- Process LIM & PIM applications in accordance with department procedures.
- Provide input into resource consent applications from a technical building control perspective and audit subdivision applications for house site suitability in accordance with department procedures.
- Use appropriate check-sheets and keep accurate records.
- Liaise with applicants and make requests for further information when necessary. Site visits and applicant liaison is undertaken as required to gather all necessary information to make appropriate decisions on applications.
- Contribute to the agreed objectives of the building team.
- Monitor and manage suspended consent activity.

#### Inspections, Compliance Schedules & Building WOFs:

- Carry out inspections of building work in progress through to the issue of a Code of Compliance Certificate to ensure compliance with all governing Acts, bylaws and regulations.
- Liaise with building professionals and applicants, and work with them to find appropriate and practical solutions for any identified non-compliance.
- Investigate complaints and determine the requirement for remedial action and compliance.
- Undertake investigation and enforcement action for non-compliance with the Building Act, the New Zealand Building Regulations and other legislation as required.
- Record the result of inspections using the onsite inspection system and ensure results of inspections are provided to the owners contact person, to satisfy auditing and record keeping requirements.
- To inspect and address the requirements of identification of earthquake prone buildings in accordance with legislation.
- Issue and maintain the register of Compliance Schedules, Statements and Warrants of Fitness on new and existing buildings in accordance with Building Act.
- Administer and undertake BWOFF audits and complete required follow up as and when appropriate.
- Report to the Senior Building Compliance Officer (SBCO) on activities undertaken in relation to non-compliance.

#### Council Accreditation & Compliance:

- Contribute to the continuous improvement of all technical policies, processes and procedures for

functions undertaken by the WDC Building Control department.

- Maintain appropriate checklists for processing, inspections and other building control functions, ensuring compliance with governing regulations.
- Ensure the implementation of and compliance with all set policies, processes and procedures, to ensure Council remains compliant.
- Ensure record keeping is maintained as per accreditation and governing legislation requirements.
- Assist the Senior Building Compliance Officer/Technical Lead in handling audit visits by IANZ to maintain registration as a BCA.
- Assist SBCO/TL with on-going internal audit programmes of the quality assurance system.

#### Customer Service:

- Provide professional advice to the general public, applicants and building professionals on building and building code matters in a friendly, customer focused and constructive manner.
- Provide helpful, pragmatic advice on applications, and vet applications for completeness.
- Respond to customer needs in relation to building consent applications, approvals and inspections in the time frames required.
- Respond to customer needs in relation to technical advice on building consent applications and building work within the boundaries of the Building Act and Building Code.
- Respond to written and telephone inquiries relating to building matters, consent applications and approvals in a professional, friendly, customer focused and constructive manner.
- Provide assistance with the interpretation of the Building Act and Building Code matters as required.
- Provide backup to other positions in the regulatory team, which are involved in customer service response.

#### BCA and TA tasks:

- Conduct, recommend and participate in internal and external training, competency assessments, audits, process improvement identification and initiatives as a member of the building control team.
- Escalate any matters or enquiries above your expertise to the SBCO.
- Maintain the swimming pool safety database and undertake swimming pool fence inspections.
- Maintain earthquake prone building register in accordance with MBIE's EPB methodology.

#### Health & Safety

- Ensure a proactive approach to health and safety at Council, ensuring personal compliance with governing legislation and company policy at all times.
- Maintain excellent communication in relation to health and safety concerns and any identified hazards, ensuring paramount importance placed on the effective and efficient management of the same.
- Do not under any circumstances, undertake duties where you have identified unmanaged risk to either your own, or others, health and safety at work.
- Take all reasonable steps to ensure that in your employment you do not undermine your own health and safety or the health and safety of any other person.
- Ensure personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.

#### Other:

- Participate in and undertake emergency management duties as required.
- Undertake performance development tasks / responsibilities in terms of Council's system.
- Participate in Council projects and initiatives as required.
- Ensure compliance with relevant governing legislation.

## GENERAL DUTIES & RESPONSIBILITIES

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- 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 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

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### JOB SPECIFIC COMPETENCIES

- The ability to communicate effectively both verbally and in writing with a diverse range of individuals, by listening actively and using the appropriate language and manner required.
- The demonstrated ability to apply both technical knowledge and skills in accordance with governing legislation and regulation, to ensure effective decision making.
- Both a pragmatic approach to providing sound advice, with an understanding of the complexities of compliance and building consent and regulation.
- Demonstrates a positive approach to tight time constraints and well-practiced at re-evaluating priorities based on external influences.
- Demonstrates initiative and innovation by reviewing work complete, challenging current process and improving Council operating procedure in relation to consent and regulation.
- Ability to deliver pragmatic services and advice to clients in a friendly manner, demonstrating a professional approach.
- Works well both in a team environment and autonomously.
- Displays sound judgement, uses tact and sums up situations to make sound informed decisions.
- Ability to maintain an open mind and where necessary, to seek innovative solutions whilst not compromising in situations where there is no room for negotiation.
- The ability to take a diplomatic approach to challenging situations and well-practiced at conflict resolution and negotiation.

### SKILLS, EXPERIENCE & EDUCATION

#### Skills:

- Good written and oral communication skills, in particular an ability to effectively and concisely present information to Council, management or the public.
- Be physically able to carry out labour duties on site.
- Competent computer user, proficient in the use of the Microsoft Office suite.
- Competent in processing building consents and conducting building inspections.
- Ability to read and interpret design plans and specifications, including sound knowledge of construction principles and practices.

#### Experience:

- A minimum of 2 years' experience in building industry activities e.g. construction, plumbing, drainage, fire safety or building compliance.
- Demonstrated experience in local government building inspection or processing work desirable.
- Prior customer service or compliance experience.
- Sound experience working in a Quality Management System.

#### Education:

- Sound working knowledge of the Building Act, New Zealand Building Regulations, associated legislation and supporting NZ Standards.
- Commitment to training to achieve New Zealand Diploma in Building Control Surveying (Small and/or Medium/Large Buildings).
- Qualification in building, carpentry, architectural design, plumbing and drainage or a related field desirable.
- Completion of, or the commitment to obtain G REG Level 3.
- Clean, current driver's licence required.