



POSITION DESCRIPTION

Position: Building Officer

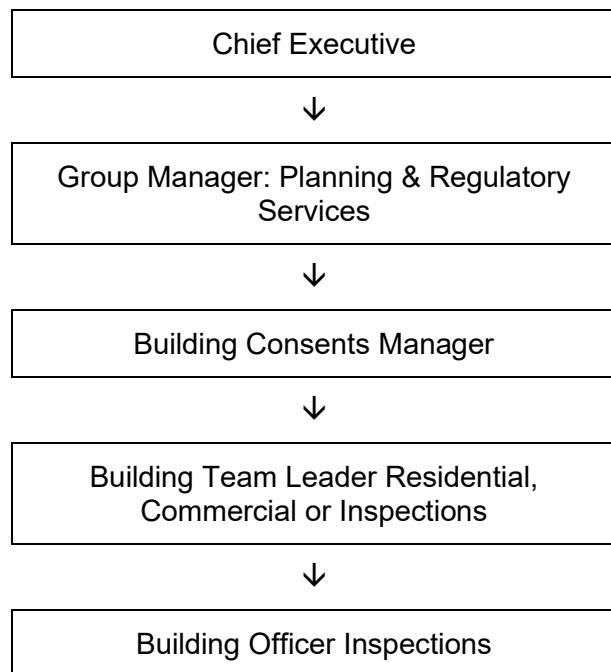
Team: Building Team

Group: Planning & Regulatory Services

Responsible To: Building Team Leader Residential, Commercial or Inspections

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Planning and Regulatory Services Group. The Group includes Building Consents, Compliance, Regulatory Solutions, Environmental Policy and Environmental Consents.

The purpose of this position is to enable the Council to meet its obligations under the Building Act 2004 the NZ Building Code and maintain accreditation.

In addition, Building Officers:

- Carry out building inspections
- Manage customers' expectations
- Assess and process building consent applications
- Assist in the application and monitoring of the legal provisions relevant to building control activities

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil defence activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has a Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a lead responsibility are:

Inspections (Principal Role)

- Carrying out inspections of building work
- Review applications for Code Compliance Certificates to ensure compliance with the building consent documents, the Building Act and Building Code.
- Providing technical guidance on the Building Act and Building Code.
- Escalate building related complaints and reporting on non-complying work to Manager.

Consent Processing

- Processing Building Consents, Certificates of Acceptance, Project Information Memorandum and Amended/Compliance Schedule applications in accordance with all aspects of the Building Act and the Building Code
- Ensure that allocated building consent applications are completed within required timeframes.
- Monitor and manage suspended consents.

Customer Service

- Responding to customer in relation to technical/ queries on building consent applications and building work within the boundaries of the Building Act & Building Code.
- Conflict resolution between parties on Building Act & Building Code matters.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Designers, Builders and Applicants	Admin Staff	BOINZ
Consultants and Contractors MBIE	Building Team Members	Master Builders
Other BCA's	Planning and Regulatory Staff	Certified Builders
Licenced Building Practitioners	Council work teams	
Building Organisations	associated with BCA	
Developers and	Accreditation	
Engineers	People & Capability	
Legal Representatives		

Person Specific Qualifications

- Must have an appropriate qualification in building or design, or a related field that will be recognised by Regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006. Technical competency under the national competency assessment criteria for Building Officers
- Current competencies in building control as assessed in accordance with the MBIE National Competency scheme, or is working towards or willing to work towards achieving the required competencies.
- Training and practical industry experience in building, plumbing and drainage, building design, or building inspections.
- A current drivers licence

Knowledge/Experience

- Competent skills and experience in processing building consents and conducting building inspections.
- Multi-skilled in a range of building industry activities e.g. plumbing, drainage, fire safety, and building compliance.
- Competent with the Building Act and associated legislation & NZ standards.

Key Personal Competencies

- Able to prioritise work and work to agreed time frames.
- Excellent interpersonal skills both oral and written.
- Able to work with minimal supervision and display sound judgment and tact.
- A strong commitment to provide customers with an appropriate level of service.
- Able to work co-operatively with a busy team.
- Be physically able to carry out normal duties.

Personal Attributes

- A confident, open and friendly manner with a professional approach
- Personal resilience
- A passion for excellent performance and customer service
- A strong public service ethic
- A strong sense of humour and a positive approach
- Honesty and integrity
- A strong reluctance to accept second best
- The ability and willingness to work collaboratively with others.