



Position Description

Position Title: Building Officer

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role carries out duties as required by the 'Building Act 2004', the 'Building (Accreditation of Building Consent Authorities) Regulations 2006' and applicable policies, standards, procedures, and guidelines. It ensures building work throughout the district is carried out in a safe and satisfactory manner, complies with the Building Act and all buildings within the district are safe and healthy to use.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Carry out duties as required by the 'Building Act 2004', the 'Building (Accreditation of Building Consent Authorities) Regulations 2006', and applicable policies, standards, procedures, and guidelines.
- Provide education, advice, and guidance to customers on building control administrative processes and applications.
- Pre-inspection research as necessary.
- On-site plan vetting and interpretation.
- Inspect building, plumbing and drain laying work.
- Assess completed applications, including technical review, follow-up correspondence and re-evaluation as required.
- Processing applications for:
 - Project Information Memoranda
 - Building Consent
 - Certificates of Acceptance
 - Certificates for Public Use
 - Code of Compliance Certificates
- Prepare compliance schedule and compliance schedule statement for new commercial buildings and/or altering an existing compliance schedule to an existing building.
- Assist Council in meeting its obligations in identifying potentially earthquake-prone buildings.
- Contribute towards processing LGOIMA requests, LIMs, and building packet requests.
- Achieve service delivery standards and statutory timeframes.
- Monitor building safety and compliance within the district, investigating compliance issues and taking appropriate action in accordance with Council's Policy including investigative and evidential reports, infringement notices, and notices to fix.
- Remain up to date with various laws / case law and policies.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- A tertiary qualification in a related field or be working towards one.
- Knowledge of the Building Act 2004 and related legislation.
- 12 months experience working or training in the building industry or in a BCA role.
- Maturity of judgement and outlook.
- Excellent verbal and written communication skills.
- Computer keyboard skills in MS Office Suite.
- Great customer service.
- Current Driver's Licence.

Desired

In addition to the required fields, there are also a number of competencies where an expert level of knowledge/experience is desired.

- Registration as a Licensed Building Practitioner, Plumber or Drainlayer.
- Site-Safe Passport or equivalent.
- Membership of the Building Officials Institute of NZ.
- 12 months experience in a similar role.
- Good knowledge of the Tararua District

OUR VALUES

Excellence

Exceed expectation by going the extra mile and adding value, asking myself 'What more can I do'?

Follow-up to ensure the other person is satisfied and to ensure resolution.

Continuous improvement – think about how I can improve myself, my role, and the organization, then do it.

Professionalism

Be knowledgeable – take personal responsibility for keeping myself informed about my role and what goes on in the organisation.

Respect others – use consistently appropriate communication. Be well mannered and polite especially during difficult situations.

Represent TDC positively – I am seen as TDC wherever I go. Take ownership of customer enquiries, do something.

People First

Promptly acknowledge people's achievements, viewpoints, and opinions.

Empathise by aiming to understand what people want and what their expectations, aspirations and desired outcomes are.

Listen – with mutual respect and an open mind. Aim for an outcome which is constructive for all involved (win/win).

Trust

Meet your commitments – do what I say I will do.

Be honest and direct – say what I mean and mean what I say, directly to the people involved.

Be supportive and loyal – show confidence in my colleagues and my organisation.

What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Take all practicable steps to ensure your own and other's health and safety in the workplace
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	n/a
Financial delegation	\$2,000
Contract delegation	n/a
Statutory delegation	Building Act 2004 section(s): 34, 38, 39, 46, 48-51, 59, 62, 67, 67a, 68, 71-73, 75-77, 90-96, 98-99aa, 102, 104, 106-107, 109, 111-116a, 121, 123-124, 129-130, 133a-l, 133ap-r, 133at, 133ay, 162d, 164, 167, 177, 180, 215, 219, 222, 363a, 371b, 372.

Role Acceptance

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. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

 Approved: (Manager/Supervisor)

 Date:

 Agreed: (Staff Member)

 Date: