

JOB SPECIFICATION

(1 May 2007)

Position Title

BUILDING CONTROL OFFICER

Key Attributes Sought

- New Zealand Certificate in Building/Building Inspection, Advanced or Trade Certificate or equivalent qualification.
- Have a basic understanding of the NZ Building Act/Building Code framework.
- Be familiar with NZS3604 “Timber Framed Buildings” and NZS 1900 Chapter 11.2 “Farm Buildings”.
- Being familiar with the principals G12, G13 and AS/NZS3500 plumbing and drainage on residential/light commercial type construction would be an advantage.
- Able to develop informed decisions.
- A self motivated, goal orientated person.
- A good communicator, able to demonstrate good oral, written and listening skills.
- Basic computer software and keyboard skills.
- Able to promote a positive public image.

Responsible To

Building Control Manager (or in absence)
Building Control Senior Officer and/or
Consent Processing Senior Officer

Delegated Signing Authority and Signatory Level Approvals

The position has delegated authority for signing of documents as defined in Dc 2 “Document Authorisation Table” of the Procedure-Process Manual.

Staff Reporting

None reporting

Functional Relationships

- Customers/ratepayers.
- Resource Management staff.
- Environmental Health Officers.
- Council’s nominated auditing engineer.
- Water and Wastewater staff.
- Word Processing staff.

- Records staff.

Primary Functions in relation to Building Control's Annual Plan Objectives

- Maintaining outputs to ensure workflow demands are met in terms of administering the Building Act and Regulations.
- Issue Project Information Memoranda and Building Consents within legislative time constraints.
- Undertake inspections resulting from Application for Code Compliance Certificate within legislative time constraints.
- Issue supporting documentation including Waivers, Code Compliance Certificates and Compliance Schedules/Statements.
- Enforce the provisions of the Building Code and Regulations including legislation relating to Dangerous/Insanitary/Earthquake Prone Buildings and building work undertaken other than in accordance with a building consent.
- Promoting public safety and wellbeing through Compliance Schedule monitoring/audits and enforcement of the Amusement Device legislation.

Council's Performance Development Document key performance factors and goals

Org 1/10% Customer Service

Key Task: *Responding to ratepayer/customer enquiries.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Providing information undertaken in accordance with Procedure-Process Manual. ▪ Appropriate and timely response given. ▪ Effective written/verbal communication skills. ▪ Supporting literature provided. ▪ Enquiries outside field re-directed. ▪ Accessible to customers. ▪ Promoting a positive public image. ▪ Meeting external / internal customer expectations. 	<ul style="list-style-type: none"> ▪ Supervisor to contact a minimum of one of individual's customers for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Ensure necessary documentation provided for PIM-Consent-COA applications.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Documents assessed for necessary information in accordance with checklist on application form. ▪ Further information sought before accepting where necessary. ▪ Consents fees assessed and identified incorporating fees applicable to other sections of Council. ▪ Positive public image promoted. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Accept documents lodged by Building Consent Authorities.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Positive working relationship. ▪ Documents filed to appropriate record. ▪ Correct fees charged. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 2/10% Working Together

Key Task: *Co-ordinate with other sections of Council in ensuring customer expectations are exceeded*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Effective communication between departments. ▪ Co-ordination/collaboration of ideas. ▪ Timeframes met. ▪ Positive feedback. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Promoting a team culture.*

Performance Factors	Goals
---------------------	-------

<ul style="list-style-type: none"> ▪ Promoting a team environment focused on meeting performance objectives. ▪ Effective communication within the group. ▪ Sharing of ideas/solutions. ▪ Co-ordinated approach in meeting objectives. ▪ Cross-area co-operation between inspectors to best utilise time and resources. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
---	---

Key Task: *Communication-coordinate with other Territorial Authorities as necessary under Council's Resource Sharing Agreement".*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Exchange of knowledge and expertise. ▪ Professional cost effective services provided. 	<ul style="list-style-type: none"> ▪ Where work has been undertaken, supervisor to contact TA for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Ensure appropriate response to civil defence emergency events.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Attend Emergency Operations Centre training as provided. ▪ Participate in training exercises. ▪ Be an effective team member during emergency events. 	<ul style="list-style-type: none"> ▪ Training records/observations Civil Defence Officer and Human Resources Staff.

Org 3/10% Working Smarter

Key Task: *Utilise electronic communication options to maximise customer benefit and economies.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Use of information technologies positively promoted amongst staff. ▪ Self-motivated in developing/extending information technology knowledge. ▪ Faxes, voice mail, email and internet access in line with Council policy document. ▪ Where appropriate hard copy filed. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Assess waiver and modifications submitted as variation in satisfying the provisions of the Building Regulations.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

<ul style="list-style-type: none"> ▪ Report/recommendations submitted to supervisor. ▪ Advice of issued waivers to DBH. ▪ Records to property file. 	
Key Task: <i>Assess alternative solutions submitted as variation from the Approved Documents.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 4/10% Safety and Health

Key Task: *Carry out the functions of the position in a safe manner.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Safe work practices adopted. ▪ Utilise safety equipment provided. ▪ Proactive self monitoring safety in the equipment utilized at workstation and in vehicle. ▪ Action taken on hazards identified. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Pos 1/15% Technical & Procedural Knowledge

Key Task: *Issue Project Information Memorandum.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Relevant information provided from property file relating to project. ▪ GIS printout of snow loadings, hazards and services depending on relevance to project. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Process Building Consents and Certificates of Acceptance to determine compliance with New Zealand Building Act/Code.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Documents thoroughly assessed for compliance with Building Act/Code. ▪ In the case of minor amendments amend 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency

<p>documents as necessary to assist attaining compliance.</p> <ul style="list-style-type: none"> ▪ Issued subject to “Inspection Endorsements and Construction Prompts” necessary to determine compliance. ▪ Buildings with “specified intended life” identified. ▪ Event entered in Pathways where further information sought. ▪ Ensure documents are signed by Licensed Building Practitioners. ▪ Specific design referred to nominated auditing engineer. ▪ Other departments of Council requiring circulation identified. 	<p>Assessment.</p> <ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
---	--

Key Task: *Inspect during construction and final inspection stage to determine compliance with Building Act/Code.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive/accurate field notes taken on appropriate inspection prompt-sheet. ▪ Status of inspection identified. ▪ Observations recorded relating to critical aspects to be concealed. ▪ Instructions given recorded. ▪ Economy of effort/resources. ▪ Timely responses to requested inspections. ▪ Proactive co-ordination in undertaking progress inspections when called to an area of the District. ▪ Undertake inspections resulting from formal Application for CCC. ▪ Where notice not received actively seek opportunity to issue Code Compliance Certificates. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Collate relevant documents necessary in determining whether the Code Compliance Certificate can be issued.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Required Producer Statements have been received. ▪ Energy Works Certificates relevant to electrical/gas installations received. ▪ Certificates from Licensed Building Practitioners received. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

<ul style="list-style-type: none"> ▪ Issue Code Compliance Certificate where satisfied provisions of Building Code have been met. 	
<p>Key Task: <i>Appropriate action taken where non-complying work prevents a Code Compliance Certificate being issued.</i></p>	
<p>Performance Factors</p>	<p>Goals</p>
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Deficiencies communicated in a helpful courteous manner. ▪ Written follow-up provided where necessary and filed. ▪ “Notice to Fix” issued. ▪ Where deficiencies have been resolved but further inspection are necessary issued Compliance Confirmation Notice. ▪ Where prosecution necessary report to supervisor. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Process application for Certificate of Public Use.</i></p>	
<p>Performance Factors</p>	<p>Goals</p>
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Energy Works Certificate relevant to life safety features obtained. ▪ Building access and fire egress provisions in accordance with Building Code. ▪ Building structurally adequate. ▪ Health and safety of occupants assured 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Where applicable issue Compliance Schedule-Statement.</i></p>	
<p>Performance Factors</p>	<p>Goals</p>
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Energy Works Certificates relevant to life safety features obtained. ▪ Documentation provided to owner on maintenance/checking procedures. ▪ Issue “Compliance Schedule”. ▪ Entered onto database and filed. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Review annual Building Warrant of Fitness renewals.</i></p>	
<p>Performance Factors</p>	<p>Goals</p>

<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Features checked against Compliance Schedule database. ▪ Variations identified/resolved. ▪ Correspondence/site visit as necessary. ▪ Overdue warrants resolved promptly. ▪ Renewal updated on spreadsheet. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: Undertake annual percentage audit of buildings subject to Compliance Schedules.</p>	
<p>Performance Factors</p>	<p>Goals</p>
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Audit check sheet completed fully and accurately. ▪ Any deficiencies identified and resolved. ▪ Buildings subject to overdue warrants audited. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: Undertake other functions in terms of the Building Act.</p>	
<p>Performance Factors</p>	<p>Goals</p>
<p>Processes undertaken in accordance with Procedure-Process Manual relating to:</p> <ul style="list-style-type: none"> ▪ Dangerous-Insanitary buildings. ▪ Earthquake-prone buildings. ▪ Grant exemptions under Schedule 1 ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Fire damage and other incidents. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: Site and barrier inspections carried out relevant to the Amusement Device legislation.</p>	
<p>Performance Factors</p>	<p>Goals</p>
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Permit applications processed in a timely manner. ▪ Inspection carried out in co-ordination with applicant. ▪ Where satisfied provide permit to operate. ▪ Inspection prompt sheet/photos to supervisor. ▪ Reported incidents investigated in conjunction with OSH. ▪ Incident report to records file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: Follow-up circumstances relating to written complaints submitted to Council as</p>	

<i>directed by supervisor.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Economy of effort/resources. ▪ Proactive co-ordination inspections with other work in the area. ▪ Follow-up response to supervisor within Procedure-Process Manual timelines for response. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 221 Complaints Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Where necessary instigate legal action in terms of the Building Act, Amusement Device Legislation, Litter Act.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive report/recommendation to supervisor. ▪ Co-ordination with Council's legal representative as necessary. ▪ Court proceedings attended where required. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Pos 2/15% Quality Assurance

Key Task: *Undertake tasks in accordance with Procedure-Process Manual in line with best practice and quality assurance principals.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent ▪ Certificate of Acceptance ▪ Inspections ▪ Notice to Fix ▪ Code Compliance Certificate ▪ Certificate of Public Use ▪ Compliance Schedule-Statement ▪ Building Warrant of Fitness review ▪ Compliance Schedule audit ▪ Dangerous-Insanitary buildings. ▪ Earthquake-Prone buildings. ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Amusement devices ▪ Initiating legal action ▪ Complaints investigation ▪ Reporting fire damage & other incidents. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Outcomes from Form 221 Complaints Register. ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Documents are issued within appropriate signing authorities.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Documents processed within signing 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review

<p>authority of DC2 “Document Authorisation Table”</p> <ul style="list-style-type: none"> ▪ Ensure appropriate signatory sign-off is obtained 	<p>Record.</p> <ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Review selection of Fc, Pt & Ch documents from Procedure-Process Manual</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Review 2 x Fc & 2 x Pt or Ch documents annually ▪ Reviewed in accordance with Rv1 Review Policy for Documents ▪ Circulate draft recommendations to Quorum ▪ Majority Quorum decision to implement ▪ Document implemented and review history record updated 	<ul style="list-style-type: none"> ▪ Reference to Rv 2 Reviewed Document Record from Procedure-Process Manual

Pos 3/10% Achieving Timeframes

Key Task: *Satisfying legislative timeframes for tasks*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent ▪ Certificate of Acceptance ▪ Code Compliance Certificate 	<p>Reference to individual performance from Pathways response timeframe reporting for:</p> <ul style="list-style-type: none"> ▪ PIM-Building Consent ▪ Certificate of Acceptance ▪ Application for Code Compliance Certificate.

Key Task: *Satisfying timeframes for tasks allocate by supervisor*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspections ▪ Notice to fix ▪ Certificate of public use ▪ Compliance schedule-statement ▪ Building warrant of fitness review ▪ Compliance schedule audit ▪ Dangerous-Insanitary buildings. ▪ Earthquake-prone buildings. ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Amusement devices ▪ Initiating legal action ▪ Reporting fire damage & other incidents. ▪ Complaints ▪ Other allocated tasks 	<ul style="list-style-type: none"> ▪ Outcomes from Form 228 Compliance Schedule Audit Register. ▪ Outcomes from Form 221 Complaints Register. ▪ Outcomes from Form 222 Amusement Device Permit-Inspection Register. ▪ Inspections undertaken. <u>Satisfactory Performance</u> (average 55 inspections per month over 12 month review period). Achieved: _____. ▪ <i>Note: The above inspection average is based on a relatively even spread of workload among operating areas and an average total annual consent workload of 1,480. Significant variation from this will need to be factored into individual performances.</i> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Pos 4/10% Attitude-Motivation	
Key Task: <i>Self-motivated in undertaking tasks to the best of ones ability and encouraging of others to do the same.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Promotes positive working environment. ▪ Self-motivated in setting objectives. ▪ Achieves quality outcomes. ▪ Flexible working hours where necessary to get the job done. 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Motivated in maintaining and extending knowledge base.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Proactive in identify own training needs. ▪ Attend training as offered. ▪ Idea sharing/interaction maintained with peers through BOINZ. ▪ Extending knowledge through literature provided by Product Suppliers, BRANZ, DBH etc. 	<ul style="list-style-type: none"> ▪ Reference to Form 201 Qualification-Training Profile. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Maintain a focus on cost recovery in line with Business Unit principles.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspection types diary recorded. ▪ Additional processing times recorded/charged. ▪ Additional inspections recorded/charged. ▪ Designated non-recoverable activities entered onto “Internal Charging” database on monthly basis. 	<ul style="list-style-type: none"> ▪ Reference to “Internal Charging Database” ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Pos 5/10% Specific Objectives	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Established in consultation with Manager 	<ul style="list-style-type: none"> ▪