

POSITION DESCRIPTION

BUILDING SERVICES OFFICER

POSITION OVERVIEW

Location	Masterton
Business unit	Strategy and Development
Reporting to	Building Control Services Manager
Direct reports	Nil
Delegated responsibility	Nil
Salary range	SP10 Grade 15

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY BUSINESS UNIT

The Strategy and Development Business Unit:

The Building Control Services Team sits under the Strategy and Development Business Unit. The role and functions of the Strategy and Development Business Unit includes the provision of support for transparent and open decision making; the development and review of strategies, policies, bylaws, and corporate plans; strategic advice and support to the Council; governance advice and support to our elected members; district planning policy and consenting; the Building Consent Authority and Building Act Territorial Authority functions.

MY TEAM

The Building Control Services Team:

The Masterton District Council (MDC) Building Team supports Council to achieve its vision for Masterton through the provision of efficient and timely processes in our Territorial Authority (TA) building functions as defined by the Building Act 2004. This supports development in our district and safe buildings for our community.

MY ROLE

The Building Services Officer role is responsible for but not limited to:

- Providing a coordinated approach to building safety in the district by providing advice and guidance, and completing work, that ensures Council fulfils its legislative obligations.
- Building and maintaining effective relationships both internally and externally that allows the effective management of building safety in the district.
- Working as part of an effective team to provide superb service that supports building safety, and broader building development in the district; and
- Undertaking the role of technical specialist in relation to aspects of building safety; including earthquake-prone buildings, compliance schedules, swimming pool compliance and warrants of fitness for commercial buildings.

MY KEY RESULT AREAS (KRAs)

Providing responsive and accurate regulatory service to support building development

- A programme of work is developed, managed, and implemented that covers all aspects of building safety, ensuring Council fulfils its legislative obligations.
- Earthquake-prone buildings are identified and monitored, and a programme of work established that ensures building owners receive quality information and timely support.
- Activities are undertaken that ensure compliance schedules for commercial buildings are processed within required timeframes, and Council's obligations are fulfilled.
- Buildings have up to date and 'fit for purpose' warrants of fitness that ensure building safety for the community
- Activities are coordinated to ensure swimming pool inspections are undertaken and any remedial actions fulfilled.
- Responses are technically accurate so that Council and customers comply with legislation, as well as being based on best practice to support building development.
- Monitoring is undertaken to ensure Council registers and records are up to date in relation to building safety in the district.

Relationship and stakeholder management

- Effective relationships are built and maintained with identified stakeholders to enable provision of a quality safe buildings service
- Professional responsiveness that enhances Council's reputation is displayed in all interactions with customers.
- Excellent communication and interpersonal skills are used to appropriately influence customer expectations and outcomes
- Local networks are maximised to promote Council's safe buildings service

Building Compliance activities fulfil legislative obligations

- Ensuring that Council meets its obligations in terms of administering the Building Act and Regulations.
- Provide land and building owners, tradespeople, and members of the public with accurate advice on building warrants of fitness, compliance schedules, swimming pool barriers, and earthquake prone building matters
- Knowledge of safe building requirements, related industry legislation, and best practice is kept up to date

	<p>through professional development and industry networks</p> <ul style="list-style-type: none"> • Contributing to Council's accreditation and operation as a Building Consent Authority • Monitoring building safety and compliance within the district, investigation compliance issues and recommending appropriate actions in the light of Council's Compliance, Enforcement, and Prosecutions Policy.
Effective teamwork that delivers quality service	<ul style="list-style-type: none"> • Effective planning and prioritisation of workloads ensure work is delivered within required timeframes, and to agreed service standards • Work is coordinated with the team to maximise and ensure best use of resources • Collaboration within the team allows sharing of knowledge to resolve technically complex issues • Opportunities for continuous improvement in service, processes, and systems are identified to enhance service delivery and team effectiveness

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	<ul style="list-style-type: none"> • Always ensure your own and the safety of others • Comply with policies, procedures and safe systems of work • Report all incidents/accidents, including nears misses, in a timely fashion • Actively participate in the hazard management and identification process • Escalate risk as per the Risk Management Policy
----------------------------------	--

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development	<ul style="list-style-type: none"> • Set realistic goals for own performance. • Undertake change based on regular self-evaluation and feedback. • Identify opportunities for personal and professional development and growth. • Undertake both internal and external training identified as relevant to the role.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times. • Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.
Other duties	<ul style="list-style-type: none"> • All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.
Participate in the Council's civil defence emergency response	<ul style="list-style-type: none"> • Participation in relevant emergency response training and duties as requested by the Chief Executive. • Such other duties as may be required from time to time by your (ELT) Manager.
Powers, Limitations, and administrative authorities	<ul style="list-style-type: none"> • As a warranted/authorised officer of Masterton District Council, you will exercise those powers appropriately and consistently with Council's Delegations Register and the Building Act 2004

MY KEY RELATIONSHIPS

Internal

- Line Manager and ELT Manager
- Immediate Team
- Masterton District Council Staff

External

- Property owners
- IQPs
- FENZ
- Consultants and Engineers
- Architects and Designers
- MBIE
- Building Industry Trades
- Members of our community

MY KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Proven experience in the building, design, or a related industry.
- Be a strong verbal and written communicator who can adapt style and delivery to maximise relationships for positive outcomes
- Be able to work collaboratively to ensure service delivery is achieved across the team.
- Be adaptable to manage several tasks concurrently.
- Be able to assess a situation and interpret relevant legislation, and make repeatable decisions with robust records
- Be comfortable working within set timeframes, whilst focusing on delivering quality service
- Decision making and problem solving – makes complex analysis and uses information to make informed business decisions.
- A current, clean New Zealand Driver Licence

MY COMPETENCIES/PERSONAL ATTRIBUTES

Competencies

- **Customer service orientation:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **Communication:** Expressing ideas clearly and concisely in both individual and group situations (including nonverbal communication); adjusting language structure, tone, and terminology both orally and in memoranda, letters and reports to meet the needs of the audience, uses a structured and methodical approach to deliver information clearly and accurately.
- **Working cooperatively:** Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of one's behaviour on others.
- **Health and Safety:** Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.

Personal Attributes

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Self-motivated with initiative.
- Positively takes on challenges.
- Takes accountability for own actions and works effectively as part of a team.
- A strong communicator who can work collaboratively across a range of managers, teams and customers.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
People and Culture Administrator	1	Put PD into new format, added competencies	April 2022

ATTACHMENT A

Place in organisation

