

POSITION DESCRIPTION

BUILDING CONTROL OFFICER

DETAILS	
Location	Masterton
Business unit	Strategic Planning
Reporting to	Building Control Team Leader
Directs reports	Nil
Delegated responsibility	As per the delegations register
Salary range	TBC

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.

Key to this:

- 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

A	Accountability
C	Creativity
T	Teamwork
I	Integrity
O	Open communication
N	No excuses
S	Service

TE TIRITI O 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 DEPARTMENT

Role of the Building Control Authority Team

The Building Control Officers' team supports Council to achieve its vision for Masterton. This is through the efficient and effective management and delivery of the building consent authority activity operational functions incorporated in the Building Act 2004, the Building Accreditation Authority Regulation 2006, and associated legislation.

MY ROLE

The Building Control Officer is responsible for:

- Processing building consent applications to determine if the proposed work will comply with the New Zealand Building Code, if built in accordance with the application
- Undertaking inspection work to ensure work is completed in accordance with the approved building consent
- Issuing building consents, Code compliance certificates, Notices to Fix, compliance schedules and other documentation as required by the Building Act
- Responding to customer enquires
- Investigating technical building related complaints and correspond with relevant people to achieve an appropriate regulatory outcome
- Complying with the BCA quality assurance manual

MY KEY RESULT AREAS

Providing responsive and accurate regulatory services to support building development

Demonstrating current knowledge of building and related industry legislation with an understanding of risk implications to Council for decision outcomes.

Stakeholder responses are technically accurate and provided in a professional and timely manner that enhances Council's reputation in the community.

Reviews building consent submissions for completeness and for lodgement.

Process building consents for code compliance, ensuring robust reasoning for decision making.

Inspect building work to ensure it complies with the building consent with robust reasoning for decisions.

Issues building consents and code compliance certificates in accordance with BCA procedures.

Responses are technically accurate so that Council and customers comply with legislation, as well as being based on best practice to support building development.

Relationship and stakeholder management

Professional responsiveness that enhances Council's reputation is displayed in all interactions with customers.

Excellent communications and interpersonal skills are used to appropriately influence customer expectations and outcomes.

Local networks are maximised to promote Council's safe buildings service

Effective teamwork that delivers quality service

Effective planning and prioritisation of workloads as a team, to ensure work is delivered within required timeframes, and to agreed service standards.

Work is coordinated within 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 and recorded to enhance service delivery and team effectiveness.

Building control 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 Consents, building inspections, and Code of Compliance Certificates.

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.
	Contributing to Council's accreditation and operations as a building consent authority

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing	Ensure your own safety and that of others
	Comply with policies, procedures, and safe systems of work.
	Report all incidents/accidents, including near 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	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
To act within legal boundaries, and Masterton District Council policies <i>Policies and Procedures</i>	Comply with Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times
	Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility
	Ensure that all records are maintained accurately and in accordance with legislation and MDC policy
	Provide appropriate information in accordance with the Privacy Act 2020, other relevant legislation, and MDC policy
Other duties	Participate in, and lead, projects as required by the Building Control Team Leader.
	Any other relevant tasks as required by the Building Control Team Leader.
	All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of the Manager (SLT 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 Council's civil defence emergency response	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 the Manager (SLT Manager)
Powers, limitations, and administrative authorities	As a warranted/authorized officer of Masterton District Council you will exercise those powers appropriately and consistently with the Council delegations register and the Building Act 2004.

MY KEY RELATIONSHIPS

Internal

Building Control Team Leader

Building Control Services Manager

Building Services Team

Manager Strategic Planning

Planning Team

Customer Services Team

Masterton District Council Staff

External

Building Industry Trades

Property owners

Consultants and Engineers

Architects and Designers

Members of our community

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

Proven experience in the building, design, or related industry.

Have, or be working towards, a relevant technical qualification and affinity with regulatory aspects of local government.

Relevant technical qualifications are governed by the Accreditation of Building Control Authorities Regulations 2006, and include:

- National Diploma in Building Control Surveying (Small Buildings)
- National Diploma in Building Control Surveying (Medium and Large Buildings)
- Diploma in Building Surveying
- Diploma in Construction Management
- Diploma in Construction
- Diploma in Quantity Surveying
- Diploma in Architectural Drafting
- Diploma in Architectural Technology
- Bachelor of Applied Technology – Building
- Bachelor of Architectural Studies
- Bachelor of Building Science
- Bachelor of Construction (Construction Management and Construction Economics)
- Bachelor of Engineering

Be a strong verbal and written communicator who can adapt style and delivery to maximise relationships for positive regulatory outcomes

Be able to work collaboratively to ensure service delivery is achieved across the team.

Be adaptable to manage several tasks concurrently.

Achieve and maintain technical competency to undertake a technical role as defined in the National Competency Assessment System Res 1-3 and Com 1-3

Be comfortable working within set timeframes, whilst focusing on delivering quality service.

A current and clean New Zealand Driver Licence

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.
	Cooperative and engages with others, shares workload
	Is an effective team player
An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.	

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
	1.0	First PD	
Building Control Services Manager	2.0	Revised for position sizing	25/05/2020
Building Control Services Manager and Human Resources Administrator	2.1	Draft update	29/03/2021

ATTACHMENT A

Masterton District Council Organisation Structure

