

Building Compliance Officer

Location	Thames	
Reports to	Team leader – Building Compliance	
Group	Regulatory Services	
Direct Reports	Nil	
Financial Authority	Nil	
Warrants	Yes	
Functional Relationships	<i>Internal</i> Compliance Team Leader, Building Unit Managers, Regulatory Manager and Regulatory staff.	<i>External</i> Builders, plumbers and other relevant LBPs, IQPs, trades people, property developers, pool owners building owners/occupants, Contractors, consultants, Engineers, Architects, members of the public.

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Building Compliance Officer** responsible for monitoring, compliance and enforcement for building related activities and undertaking inspections for compliance, including for swimming pool fencing.

The role works within the Building Unit to deliver the unit's programme of work, ensuring customer needs and statutory requirements are met.

The officer will also assist the building unit in all aspects of Building Control as needed.

Your responsibilities

Accountable for	Successful when
Compliance and Monitoring	<p>Investigations of building work is undertaken to ensure compliance with relevant building legislation and code.</p> <p>Non-compliance under the Building Act within BCA/TA procedures and legislative requirements and timeframes is addressed as required; prepare, issue and maintain notices.</p> <p>Buildings requiring a warrant of fitness are inspected in accordance with departmental programmes with records maintained and any follow up compliance completed.</p> <p>Relevant Compliance Schedules are issued.</p> <p>Property inspections for compliance with swimming pool barriers are undertaken and records maintained.</p> <p>Building compliance and enforcement processes for the building team are undertaken along with peer review/audit inspections as required.</p> <p>The Team Leader and team are fully informed of activities undertaken in regard to non-complying work.</p> <p>Evidence, notices and information required for enforcement action in respect of non-compliance with the Building Act, Building Code and Council Bylaws is prepared following best practice.</p> <p>Quality evidence and information is proved as required to assist any claims or cases against Council.</p> <p>Recording and/or reporting the result of compliance investigations and inspections is of a high standard.</p> <p>Assistance is provided in preparation for prosecutions and giving of evidence and follows Council processes and best practice.</p> <p>Assistance is provided with desk top assessments of Earthquake-prone building as required, ensuring that all necessary information is correct and complete and accurately recorded.</p>

Consenting and Certifying Building Work	<p>Review, assessment and determination is undertaken for compliance on building work covered by Requests for Service (RFS), BWOA Audits, Compliance Schedules and Pool Inspections (waivers were applicable under TA) made under the Building Act 2004, and is consistent, professional and within agreed competency level and statutory timeframes under the Building Act 2004.</p> <p>Relevant documentation under the Building Act 2004 including Site Instruction Notices (FOSPA and B/Act), Notices to Fix, Dangerous and Insanitary Building Notices, and Compliance Schedules for Specified Systems etc. are issued. This includes Drainage Notices under the Local Government Act.</p> <p>BCA and TA processes are adhered to as included in the Operations and Quality Manuals.</p> <p>Contribution to the maintenance of quality processes and standards is undertaken for audits and peer reviews as required by the BCA/TA/ Quality Assurance system or as directed.</p>
Inspections	<p>Building compliance, swimming pool fencing inspections and BWOA Audits are undertaken consistently and professionally, within agreed competency level, and other statutory functions under the Building Act 2004 and within Council's BCA framework are covered.</p> <p>Reviews, assessments and determinations follow best practice for building compliance on: building inspections (including old consents); determination applications; confirmation of code compliance certificates over two years from completion date; and Certificate of acceptance.</p> <p>All documented procedures and processes for the Building Consent Authority (BCA) and Territorial Authority (TA) are followed.</p>
Information Management	<p>Accurate records of communications with customers, including details of any remedial action and relevant inspections, are compiled ensuring the accurate update of Council's database records.</p> <p>All relevant information relating to the building compliance process is electronically recorded in the organisation's systems to the required standards.</p> <p>Professional development logs are accurately maintained.</p> <p>Professional communication standards are maintained.</p>

Customer Service	<p>Services are delivered in an effective and customer focussed way and effective working relationships are maintained with key stakeholders including other positions in Council e.g. Environmental Services.</p> <p>Customers are assisted, in relation to technical/legal advice on building consent applications and building work within the boundaries of the Building Act 2004 & Building Code.</p> <p>Property related building complaints are responded to, investigated and resolved, including to written and telephone enquiries relating to complaints, building consent applications and approvals.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered</p>
Organisational Support	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Health Safety & Wellbeing	<p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Cooperate with any reasonable workplace health and safety policy or procedure.</p> <p>Comply with any reasonable instructions given.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Demonstrate commitment to an understanding of Te Tiriti o Waitangi, building knowledge of Tikanga Maori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Building Compliance Officer* will need the following to succeed:

Education / Training	An appropriate (or working towards) qualification relating to Building Control is desirable; hold a trade/advanced trade certificate qualification relevant to the building industry or have suitable experience within a compliance field that offers transferable skills.
Experience	<ul style="list-style-type: none">• Experience and familiarity with current NZ Building Code legislation and NZ Building Code• Previous investigation experience is desirable.• An understanding of the local government context and environment, and sufficient general business knowledge relating to the role.• Experience in another compliance type role
Knowledge, skills and attributes	<ul style="list-style-type: none">• Current drivers licence.• Computer literacy, including keyboard skills and a good working knowledge of Microsoft Office <p>A successful Building Compliance Officer at TCDC will demonstrate the following competencies:</p> <p>Time management; Handles working on several tasks at once.</p> <p>Managing relationships; Responds and relates well to people in all positions, inside and outside the organisation or field of expertise, and builds constructive and effective relationships.</p> <p>Teamwork; Takes the initiative to assist fellow team members in making a positive contribution to the team outcomes.</p> <p>Communication; Is proficient in a variety of written, electronic and verbal communication styles and uses the appropriate style that suits the message and the audience.</p> <p>Integrity and trust</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date