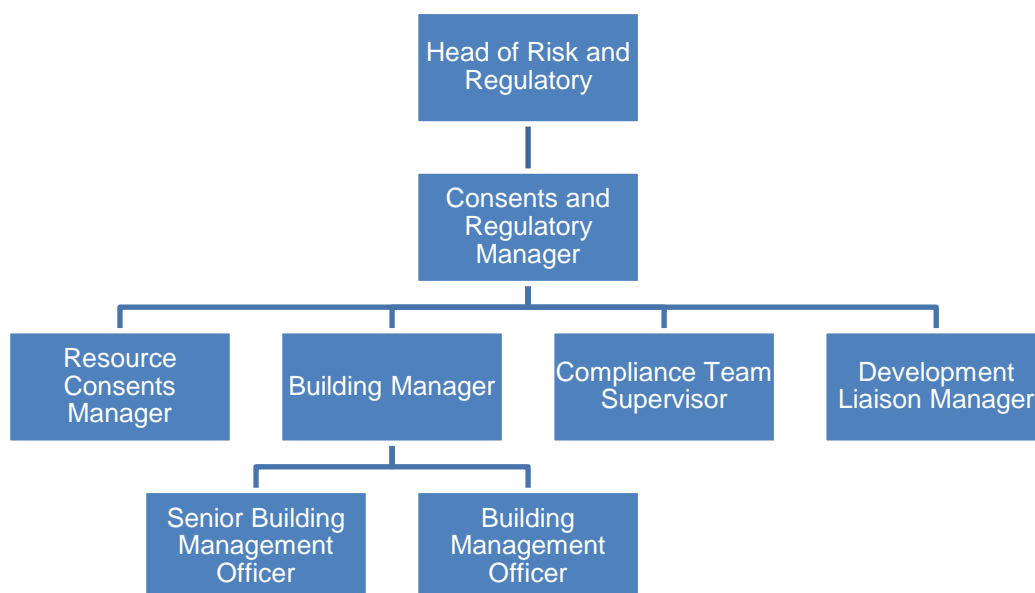


BUILDING MANAGEMENT OFFICER

POSITION INFORMATION

Group	Risk and Regulatory
Team	Building Team
Reports to	Building Manager
Direct Reports	No direct reports
Primary Location	111 Heuheu Street, Taupo
Financial Authority	\$0

TEAM STRUCTURE



POSITION PURPOSE

Ensure compliance with the Building Act, Building Code and related documents

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Building, Plumbing and Drainage Inspections	<ul style="list-style-type: none"> Undertaking all inspection types during the construction phase of building Ensure compliance with consented plans, Building Code/Act and other relevant legislation All inspections undertaken in accordance with the approved BCA Quality Management System Undertaking enforcement action in accordance with the Building Act Undertaking swimming pool inspections for both new and existing swimming pools
Consents Processing	<ul style="list-style-type: none"> Reviewing building consent applications to ensure they comply with the Building Code or other relevant legislation Consents processed in timely manner to meet legislative timeframes Being clear, concise and approachable to customers and the general public Accurate and timely responses to enquiries both through the building consent process and general public Ability to co-ordinate with other positions in Council to achieve wider organisational objectives and clear responses to enquiries
Corporate Contribution	<ul style="list-style-type: none"> Being a team player within the building and wider Council teams to deliver on vision and strategy The ability to provide an excellent level of customer experience while undertaking regulatory functions
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Direct reporting to Building Manager and Consents and Regulatory Manager, working relationships with wider Council and SLT 	<ul style="list-style-type: none"> General public, builders, designers/architects, Iwi.

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> NZ Diploma in Building Surveying or similar recognised qualification 	<ul style="list-style-type: none"> Trade Certificate in Building NZ Certificate in Building Inspection Other suitable qualification recognised under the Building Regulations

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> Knowledge of Building Act 2004 and related legislation Interpretation of legislative requirements 	<ul style="list-style-type: none"> Resource Management Act 1991 Computer skills

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of building systems • Interpretation of plans and specifications • Dealing with public/customers – interpersonal skills • Time management skills • Cultural awareness 	<ul style="list-style-type: none"> • Health and Safety i.e. driving skills, OSH requirements

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Building background and knowledge of building materials and systems • Able to interpret the Building Act and Building Code requirements. • Good comprehension of Architectural plans. • Understands building specifications. • Clear communication skills with a can do and positive attitude. • Computer literate 	<ul style="list-style-type: none"> • 5 years experience and sound knowledge of the Building Act 2004 and the NZ Building Code

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		