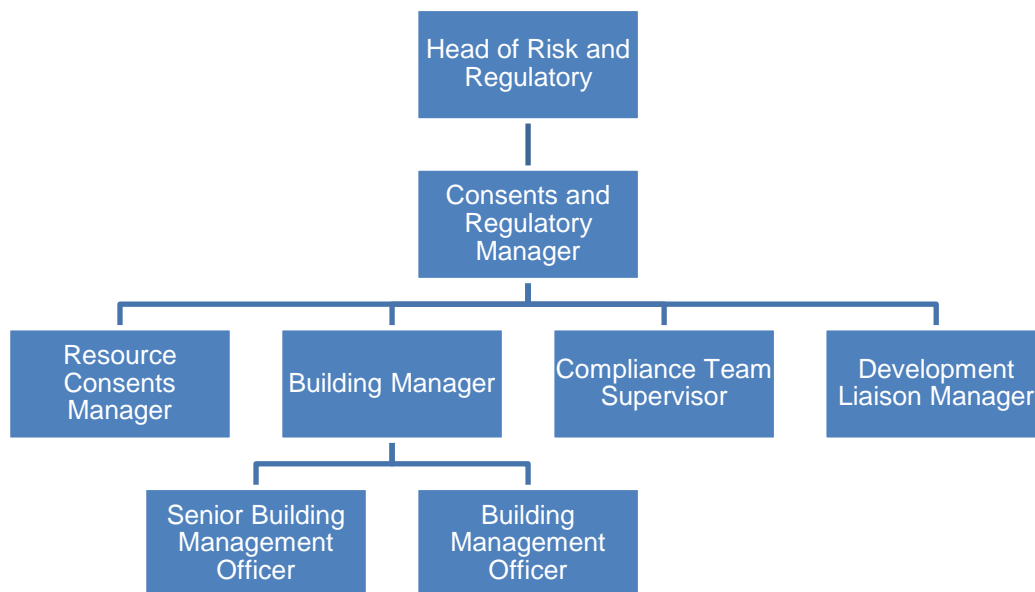


BUILDING MANAGEMENT OFFICER

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 enquires
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		