

WAIMAKARIRI DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE: BUILDING CONSENT TEAM LEADER

ACCOUNTABLE TO: BUILDING UNIT MANAGER

DATE: October 2009

PURPOSE:

To ensure that the Council meets its statutory responsibilities to provide a customer focused service to building owners who require a building consent and the industry and public.

POSITION OBJECTIVES:

1. To monitor building activity in the District in accordance with the Building Act 2004 and the Building Regulations 1992 by providing technical leadership to a team of building officers by reviewing and processing consent applications and determining required site inspections.
2. To maintain a professional and quality assured level of service delivery.
3. To ensure key performance targets are met.
4. To assist and advise the Council, public and industry on compliance with the Building Act 2004, the Building Regulations 1992 and any other Acts and Regulations related to the construction and control of buildings and their uses.
5. As a team leader within the Building Unit work proactively and in partnership with the other team leaders and the Building Unit Manager to ensure services are delivered in a customer centric way.

KNOWLEDGE AND SKILLS:

1. Sound knowledge of the Building Act 2004, Building Regulations 1992, Fencing of Swimming Pools Act 1987, Building Code, NZS 3604 and other applicable standards.
2. A proven ability to work and communicate with emotional intelligence with the building industry, colleagues and public.
3. An ability to manage and resolve conflict.
4. An ability to effectively manage a team.
5. Familiarity with Quality Management Systems.
6. A minimum of five years experience in a similar position.
7. Self motivated with effective time management and organisational skills.

EXTENT OF AUTHORITY

A warranted enforcement officer for the Building Act 2004.

Financial delegation to \$1,000 for work authorisations or services within existing budgets.

HOURS OF WORK:

Normal office hours, being a 40 hour week, together with such other times as may be necessary to fulfil the responsibilities of the position.

CONDITIONS OF EMPLOYMENT:

This job description may be amended by the Building Unit Manager from time to time to reflect the changing requirements of the role.

KEY TASKS:

| Key Tasks | Expected Results | Control Information |
|---|--|---|
| Review and process building consent applications and associated amendments. | Allocate and monitor work provided to building officers. All consent applications are correct & comply with the objectives of the NZ Building Code and other relevant statutes/standards. | Hours of re-work and number of valid customer complaints Number and value of legal claims. Increase in skills and competency of team members. Consent applications comply with Quality Manual requirements and relevant statutes or standards. |
| Meet key performance targets as specified from time to time. | Staff are fully engaged in productive work. | Technical vetting completed within goal. Chargeable percentages are maintained within budget expectations. Consents issued within internal and statutory goals. Percentage of FI requests followed up within ten days. Percentage of rework undertaken. |
| Determine required site inspections. | Consent documentation assessed to determine type and number of inspections required during construction. | Number of additional inspections required not already requested. Customer feedback. |
| Liaise with Inspectors on an as required basis. | Timely and regular communication with Inspectors to resolve on site issues. | Number of reinspections. Feedback from Inspectors. Minutes from Technical meetings |

| Key Tasks | Expected Results | Control Information |
|---|--|---|
| Provide technical leadership. | Staff with appropriate knowledge and/or experience answer questions of a technical nature. Attendance and participation in bi-weekly technical meetings. | Customer feedback indicates that questions of a technical nature answered to their satisfaction. Minutes from Technical meetings. |
| Coaching. | Provide guidance to and share knowledge with team members on an as required basis. | Increase in the skills and competency of team members. Staff feedback. |
| Development of a Quality Management System. | Meaningful participation in the ongoing development of the BCA Quality Management System. | Number of IF's raised Audit outcomes. |
| Provide information on the requirements of the Building Act 2004 and related matters. | That the public and industry receive accurate and timely information on building control matters. | Carry out duties with integrity and in a diligent and courteous manner. |
| To resolve complaints related to compliance with the Building Act. | Matters resolved without extended delay. | Carry out duties with integrity and in a diligent and courteous manner. |
| Inspect buildings and utility systems during the course of construction and existing buildings and utility systems. | Buildings and utility systems fully comply with plans and specifications of Building Consent and Building Act 2004, Building Code and other acts and regulations | Completion of inspections reports. Results notified to owner/agent/trades staff on site. Non-Compliance reported to Building Unit Manager. |
| To oversee the control of information for Building Consents. | Accurate and up to date databases maintained. | Audit results. |
| To liaise with other Council staff where applicable. | Accurate and timely advice given to other Council units. | Time taken to action service requests and feedback from other units. |
| Comply with Council's policies, procedures and delegations. | Work is carried out in accordance with set documents. Quality improvements notified when identified. | Effective functioning of the Building Unit. |
| To carry out such other duties as may be required from time to time. | As directed by the Building Unit Manager. | Effective functioning of the Building Unit Manager. |
| Be aware of the Memorandum of Understanding with Te Ngāi Tuahuriri Rūnanga | A knowledge of the purpose of the Memorandum of Understanding. | Feedback from Runanga through the Resource Management Committee liaison meetings. |
| To take part in Civil Defence training programmes and exercises. | An ability to assist effectively in a Civil Defence emergency. | The maintenance of Civil Defence training. |
| All employees to take all practical steps to ensure their own and other employees' safety as well as the safety of members of the public. | Responsibility to notify supervisor of any hazard or potential hazard. | No accidents. |