

## Palmerston North City Council Job Profile

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<b>Position Title</b>	Building Officer - MDC
<b>Reporting to</b>	Head of Building Services
<b>Unit</b>	Customer
<b>Date Created</b>	September 2019

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### Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for our own actions, and have a positive, friendly, and professional approach.

### Context

The Building Services Division (approximately 30 people) is tasked with ensuring the appropriate statutory requirements are met through the processing of building consent applications, undertaking building, plumbing and drainage inspections, ensuring compliance with the Building Act (2004), and providing advisory services. The division is also contracted to provide building services on behalf of the Manawatu District Council at its Feilding Office.

### Main Purpose

Building Officers are responsible for ensuring that building work (including plumbing and drainage) – either new or modifications to existing structures – meet the required standards under the Building Act through processing Building Consents and inspecting site work.

### Key Areas of Responsibility

- Review documentation submitted for Building Consents to ensure that it meets the required standards. Process building consents as per Council and statutory guidelines (in terms of quality and timeliness) endeavouring to make sure that risk and potential liability to Council is reduced.
- Carry out inspections of building work in line with relevant Building legislation to ensure that work complies with Council and Statutory guidelines endeavouring to make sure that risk and potential liability to Council is reduced.
- Investigate and respond to queries and complaints in a timely and professional manner. Where necessary, escalate queries and complaints to the most appropriate person. Keep Team Leader and /

or Head of Building informed of any issues that may require further attention (e.g. high risk, contentious).

- Provide advice on building-control related matters to developers, engineers, architects, consultants, tradespeople, and the general public.
- Maintain a high working knowledge of changes to legislation, codes of practice, and other relevant information

### Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

### Key Relationships

#### Internal:

- Support Services
- Planning Services

#### External:

- Customers
- Contractors

### Typical qualifications, skills and experience:

#### Qualifications and Experience

- Formal building related qualification (e.g. Trade Certificate in Building, Plumbing, or similar) is essential. Although not necessary, more advanced qualifications e.g. Advanced Trade Certificate or NZ Certificate in Building would be highly desirable.

- Experience, and certified competent in processing / inspecting up to Level R3 Building Consents / work is highly desirable.
- Full, clean, NZ Drivers Licence is essential
- Good understanding of relevant Building Statutes, Codes, and Standards and their practical application
- Experience in a building (or building related) trade

### Skills and Attributes

- Focus on providing excellent customer service
- High degree of initiative with the ability to work autonomously with minimal supervision
- Ability to build and maintain strong relationships with key stakeholders
- Excellent attention to detail
- Ability to communicate with a wide range of people from varying backgrounds in an effective, sensitive and professional manner (written, over the phone, and face to face)
- Excellent time management and organisation skills
- Ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)
- Ability to be flexible in re-prioritising and re-organising work accordingly
- High degree of integrity with the ability to maintain strict confidence especially when dealing with sensitive and confidential information.
- Computer literate – including ability to use Microsoft Office
- Reasonable level of fitness required (may need to walk around building sites, climb ladders, and manoeuvre in small spaces when inspecting).

### Remuneration

- This position is graded at **GP5** on Council's remuneration system, i.e. between **\$54,930** (85%) and **\$64,623** (100%), depending on the Manager's assessment of the skills/ experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **3%** of base salary is available.
- Building Officers also receive a Skills Premium of **\$2,000 net** (100%). The Skills Premium is paid on a pro-rated basis from \$0 at 85% to a maximum of \$2,000 at 100%.

## Competencies

Core	
<b>Service</b>	Able to identify and understand customers' needs, find solutions, seek feedback and follows up on solutions.
<b>Communication</b>	Able to provide clear communication, seek clarification and communicate with a variety of people
<b>Business ethics</b>	Good understanding of and able to implement an ethical approach to work.
<b>Information technology</b>	Able to utilise the relevant software systems. Willingness to learn to use new software.
Role specific	
<b>Relationship building</b>	Has internal and external networks, values and utilises diversity that enables better service delivery. Understands stakeholders' needs and delivers on commitments.
<b>Teamwork</b>	Understands team dynamics and actively contributes to the team
<b>Technical skills</b>	Able to focus on the technical skills an individual requires, understands legal requirements and has the ability to update and expand current knowledge base.
<b>Coaching and mentoring</b>	Keeps up-to-date with professional knowledge and looks for opportunities for professional development.
<b>Organisation achievement</b>	Plans work and utilises resources. Understands the organisation's vision and aligns work to its meaning. Makes decisions and has the ability to identify and act on risks. Achieves own goals and helps others achieve theirs. Reports on progress.