

POSITION DESCRIPTION

TITLE: SENIOR BUILDING CONTROL ENGINEER	VACANCY NO: 5539R
UNIT: ENVIRONMENTAL POLICY & APPROVALS	GROUP: REGULATION & DEMOCRACY SERVICES
REPORTS TO: BUILDING CONTROL MANAGER	DIRECT REPORTS: NIL
LOCATION: CIVIC OFFICES	DATE: SEPTEMBER 2011

Purpose of the position:

- To ensure building consent applications are designed in accordance with accepted engineering standards and in accordance with the Building Code;
- To provide structural engineering advice for the structural upgrading of heritage buildings;
- To provide technical expertise, advice and guidance on structural aspects of building consents to consent processing staff;
- To process Building Consents applications;
- To provide specialist building and property information and advice.

General:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Be associated, as required, with **CIVIL DEFENCE** or any exercise that might be organised in relation to this council function.

Key Areas Of Accountability	
Providing Advice and Decisions on Structural Engineering Issues	<ul style="list-style-type: none"> • Providing professional structural engineering advice to the Council. • Ensuring that building work is designed in accordance with the requirements of the Building Act, focussing on the structural design requirements. • Ensuring the Council has discharged its duty of care to future owners when issuing consents or granting such statutory approvals as are required. • Providing senior professional support and expertise to the consent team in reviewing structural matters for compliance with the Building Code. • Providing advice to building consent applicants on the Building Code and Council requirements for structural strengthening of buildings required by Sections 46 and 66 of the Building Act and deciding if required standards have been met. • Providing engineering advice on the acceptability of new products. • Working with developers and consultants to identify solutions and standards for strengthening heritage buildings. Making decisions on these requirements where agreement can not be reached. • Evaluating which buildings should be retained, removed or added to the Earthquake Prone Register, and providing Council's expert advice in any District Court proceedings for challenges to such status.

Building and General Advice Provided	<ul style="list-style-type: none"> • Providing technical advice on matters related to the Building Act, Building Code, New Zealand and Australian Building Standards, and building practice. • Providing general advice on matters relating to Council policies, procedures and activities. • Providing advice on Building Consent applications. • Seeking further advice from and/or referring inquiries on to planning personnel and specialists in other Council Units. • Providing advice on matters arising from LIMS and independent building consultant reports. • Accessing property files and evaluating contents. • Providing, or arranging for, copies of file information and other available information. • Providing advice on the use of building materials. • Negotiating and offering solutions to building problems. • Investigate and advise progress of applications. • Maintaining technical knowledge and information resources on building products, technology, new standards and regulations within the building industry. • Minimising the liabilities of the Council in the administration of the building control regime.
Building Consents Processed Within Statutory Timeframes	<ul style="list-style-type: none"> • Reviewing and interpreting plans and specifications for building projects. • Assessing compliance with the New Zealand Building Code, New Zealand and Australian Building Standards, manufacturer's specifications and related documents, particularly in relation to structural engineering. • Gathering further information where necessary from applicants. • Liaison with other sections of the Environmental Services Unit and Council. • Preparing brief reports and replying to relevant correspondence. • Working with applicants to negotiate solutions. • Assessing alternative solutions using technical knowledge on building products and technology and obtaining advice and opinions from the Building Industry Authority where necessary. • Maintaining computer records of the building consent status. • Preparing the typed consent and consent documents for issuing. • Maintaining technical knowledge and information resources on building products, technology, new standards and regulations within the building industry.
Building Consents Issued	<ul style="list-style-type: none"> • Checking completed documentation and ensuring that it is ready to issue. • Answering queries on approved consent documents, the fees charged and the inspection process.
Complaints Actioned/Resolved	<ul style="list-style-type: none"> • Receiving and assessing complaints. • Carrying out occasional site inspections to verify complaints and resolve where possible. • Negotiating resolution to complaints relating to structural engineering issues and dangerous buildings • Corresponding with customers and maintaining all records of complaints.
Contribution to Team Performance	<ul style="list-style-type: none"> • Contributing to team planning and communication. • Participating in personal value planning. • Giving and receiving feedback. • Seeking improvement opportunities in process and service delivery
Leadership	<ul style="list-style-type: none"> • Provides direction, empowers, motivates and develops others in order to achieve business unit, group and organisational goals. • Is a role model for our shared values

Health & Safety	<ul style="list-style-type: none"> Responsible for keeping yourself and others safe while at work, complying with CCC health and safety systems and wearing protective clothing and using equipment provided.
Budget	<ul style="list-style-type: none"> Responsible for managing a budget of \$NIL
Financial Delegation	<ul style="list-style-type: none"> Delegated financial authority for Capital Expenditure of \$NIL Delegated financial authority for Operational Expenditure of \$NIL

Key Relationships/Customers:

Internal	Nature of the Relationship
The Council	Advice and guidance
Council staff	Advice and guidance
Team colleagues	Advice and guidance
External	
Developers/consultants	Negotiate achievement of legal requirements
Property owners	Negotiate achievement of legal requirements
Designers	Negotiate achievement of legal requirements
Building Contractors	Negotiate achievement of legal requirements
Building and Resource Consent applicants	Negotiate achievement of legal requirements
Real estate agents	Negotiate achievement of legal requirements
Legal firms	Negotiate achievement of legal requirements

Formal Qualifications and Training	Required	Desirable
Structural Engineering Degree	✓	
A preferred qualification for the position is to be a member of the Institute of Professional Engineers, New Zealand.		✓

Key Competencies/Knowledge/Skills/Experience	Required	Desirable
A sound knowledge of the legislation relating to building control: - The Building Act, Regulations and Building Code and a reasonable & current knowledge of The Fencing of Swimming Pool Regulations. General knowledge of The Local Government Act and Resource Management Act.	✓	
Applicants should have significant experience in the building industry preferably in a wide variety of building projects. Significant experience in structural design, construction and construction supervision is required.	5 years	10 years
Proven ability to develop relationships and work with individuals from a wide range of backgrounds	✓	
Ability to interpret legislation, apply technical knowledge, and assess solutions to achieve successful outcomes	✓	
Willingness and ability to keep technically current with knowledge and developments in the building industry	✓	
Flexibility to adapt in a changing environment and to be pro-active in seeking new ways and solutions	✓	
Competency in computer and keyboard skills.	✓	
Current drivers Licence.		✓