

## POSITION DESCRIPTION

**Position:** Building Technician

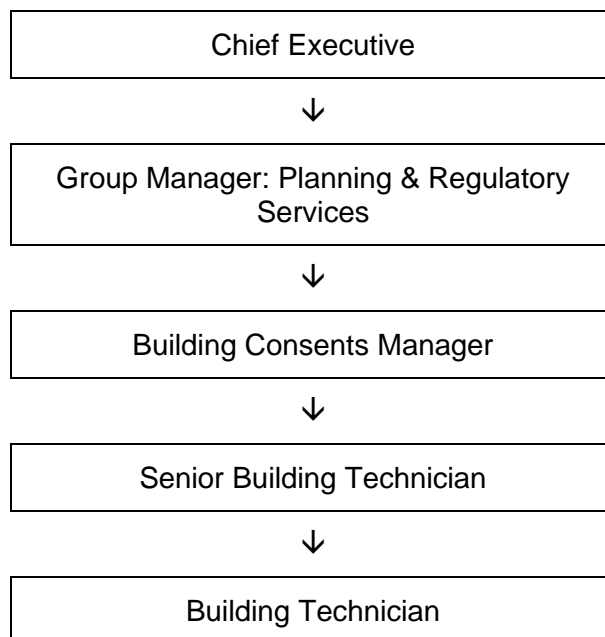
**Team:** Building Consents

**Group:** Planning & Regulatory Services

**Responsible To:** Senior Building Technician

**Responsible For:** Nil

**Organisational Context:**



# **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora  
Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working Effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

This role is part of the Planning and Regulatory Services Group. The Group includes Building Consents, Compliance, Regulatory Solutions, Environmental Policy and Environmental Consents.

The purpose of this position is to enable the Council to meet its obligations under the Building Act 2004 the NZ Building Code and maintain accreditation.

## Building Technical

- Completing Plansmart vetting assessments of building consent applications.
- Management and allocation of responses to requests for further information (RFI's).
- Land Information Memoranda (LIM) application processing.
- Collating information for consent processing by Contractors engaged by Council.
- Preparing meeting agendas and recording meeting minutes for processing and inspection team meetings.
- Providing cover for the role of Building Technician - Customer Service.
- Management of applications associated with Building control functions.

## Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

## Important Functional Relationships

### External

Applicants  
Building Practitioners  
Consultants and Contractors  
Architectural Designers  
Engineers  
Property owners

### Internal

Administration Staff  
Building Team Members  
Planning and Regulatory  
Staff  
People & Capability

## Expected Behaviours

The Expected Behaviours form part of the performance appraisal programme for all staff.

### All Staff

**Commitment/Personal Accountability** - works willingly to achieve quality outcomes on time.

**Teamwork** - works constructively with team members and/or other employees towards a common goal.

**Customer Focus** - puts the perspective of the customer (internal and external) at the forefront of the service process and works to create quality outcomes.

**Effective Communications and Relationships** - when exchanging information, is successful in sharing meaning and understanding between the person sending the message and the person receiving the message.

**Planning and Organising** - demonstrates a systematic and efficient approach to work to achieve desired outcomes.

**Continuous Improvement/Innovation** - seeks opportunities for, and encourages ideas that provide solutions to all types of workplace challenges.

**Professional/Technical Expertise** - Has the required level of professional and/or technical expertise for the position.

## Person Specification

### Qualifications

- Desirable but not essential to hold a qualification that is recognised under the Building(Accreditation of Building Consent Authorities) Regulations 2006.
- A current driver's licence.

### Knowledge/Experience

- Previous experience in a relevant technical role.
- Ability to apply existing knowledge to understand and interpret plans.
- Previous experience reading and interpreting building plans or similar would be advantageous.
- Computer literate and have keyboard skills including the ability to use Microsoft Office suite of programs, and database maintenance.
- Familiarity with internal document management, Building Consent processing systems would be an advantage.
- Desirable but not essential experience in Local Government in order to show familiarity with local government legislation and processes.

### Key Personal Competencies

- Able to prioritise work and work to agreed time frames.
- Excellent interpersonal skills both oral and written.
- Able to work with minimal supervision and display sound judgment and tact.
- A strong commitment to customer service.
- Able to work co-operatively with a busy team.

- Be physically able to carry out normal office duties

**Personal Attributes**

- Ability to sum up the situation and make good informed decisions.
- Confident open and friendly manner with a professional approach.