



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: Team Leader Building

CORPORATE INFORMATION

1. Position Level: Managerial

2. Remuneration: MGR 4

This is an open contract position subject to annual performance appraisal.

3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.

4. Reporting Responsibilities;

a) **Reports To:** Directly reports to the Head of Planning and Development [Acting Director Building/ Engineering Services]

b) **Liases with:** The Head of Planning and Development, CEO, Team Leader Engineering, and all other Department Heads and Sub-Heads, Enforcement, Stakeholders, other agencies, NGO's, etc.

c) **Subordinates:** Senior Development Assessment & compliance officer, Development Assessment & compliance officer, Building Inspector, Senior Building Inspector, Town Planner, Project Officer, Subdivision Assessment & Compliance Officer, Building Clerk and Secretary.

d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Statutory Bodies such as Director Town & Country Planning, Fiji Roads Authority, Ministry of Housing, Director of Lands, Government Auditor, Water Authority of Fiji, and Land Transport Authority, etc.

ROLE PURPOSE

Provide assistance to the Head of Planning and Development and to direct, coordinate and undertake a wide range of operations and activities that are undertaken by various sections of Department of Planning and Development comprising Administration, Survey, Investigation & Designs, Town Planning and Building Section with a view to provide services to the ratepayers and citizens, economically and efficiently.

In addition, the Team Leader Building is responsible for the following:

- To provide technical advice to the reporting officer to enable council to fulfil its function with respect to compliance with Building, Town Planning & Development requirements and also as required under the Local Government Act and including other legislation/codes/standards and organization policy for a sustainable development compliance.
- To advise the developers, public and Council on all Development matters.
- To research, investigate and inspect building work for compliance and in accordance with council's Planning and Development Operating Procedure or other matters as delegated or directed.

- To provide administrative and technical advice to the Reporting officer to enable Council to fulfil its function primarily under the Local Government Act.
- Examine development plans and applications, apply appropriate fees and prepare replies.
- To prepare reports on development matters for council's consideration.
- To take follow-up action on breach of council's compliance requirements.
- Carry out building stage inspections including building completion.
- Any other duties/ task or responsibilities assigned by the Hoed of Department or CEO.

KEY RESPONSIBILITIES

- Directing and coordinating all activities of the Planning and Development Department to ensure that services provided to ratepayers and citizens are done economically and efficiently.
- Ensure that all building plans approved comply with the building By-Laws, structural, town planning and fire and egress requirements by scrutinizing all documents submitted with the plans, comments by the Buildings, Town Planning and Health Department and seeking clarification on statutory procedures and code requirements from them, if necessary.
- To review structural calculations and review designs on submitted development plans to protect council from exposure to risk.
- Responsible for review of drainage design or design check for discharge capacity and reviewing hydraulics study reports for subdivision developments and master planning of council's drainage including upgrade program.
- Oversee foreshore development projects by private developers or undertaken by council to ensure compliance with foreshore engineering and environment management plans.
- Coordinate council's proposed city boundary extension exercise in consultation with stakeholders.
- Assist and guide council on sustainable housing and informal upgrading/resettlement programs undertaken by government.
- Oversee the receiving of complaints from ratepayers and ensure all complaints received are attended to.
- Administering the Acts, By-Laws and Regulations relating to development, planning, building, road reserve, traffic matters, etc.
- Provide guidance with expertise in traffic management planning and decentralization programs.
- Develop and maintain a programme of inspections ensure all regulations and safety measures are met.
- Responsible for Council Tenders and Expression of Interest and Evaluation for Recommendation and Council Approval for all infrastructure and related projects.
- Arrange and Attend Pre-Meetings with Consultants and Developers before submission of Major Developments and Projects.
- Inspection and Monitoring of Multimillion Dollar Development for complex and multi Storey Structures.
- Project Management of Council Major and Capital Projects.
- Oversee the development and implementation of the Town Planning Scheme for Lautoka City. Manage the periodical review of the same whenever required.
- Prepare and present council's capital development budgets.
- Accountable for utilization of funds allocated for normal operations of the department and capital developments projects.

- Observe and continuous review of council Standard Operation Procedure for Planning and Development.
- To coordinate and equally share workload to the team of Development and Compliance officers.
- To ensure the processing of building development applications received from the public/developers/consultants as soon as practicable but within statutory time constraints and assessment of applications with respect to the relevant legislations, policies and delegated authority from Council.
- Assess, inspect (developments on mainland and outer islands) investigate and report to Council on the development's applications processed for approval by the Department in an efficient manner.
- Liaise with the Reporting Officer, other staff and Council on the legislation administered by the Department to ensure that Council's responsibilities are met.
- Liaise with officers employed by Council, relevant Government departments and agencies as necessary.
- Action matters following direction from Reporting Officer as requested coordinate and action special programmes undertaken by Council in a professional and safe manner within budgetary restraints.
- Responsible for the maintaining of records, plans, current copies of legislation and policies administered by the Department and for ensuring that such registers and records relative thereto are also maintained current.
- Brief Council's City Lawyer or Solicitors and prepare necessary documentation in relation to court proceedings, appear in court and give evidence on matters involving breaches of legislation
- Provide information and advice as necessary to assist Council, Chief Executive Officer, Reporting Officer relative to the functions of Council.
- Provide advice on policy matters to public and contribute to their development.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations.
- Participate in training seminars, workshops and other educational forums to enable enhancement of knowledge and professional practice.
- Participate in internal and external training in relevant office procedures and in use of appropriate equipment.
- Ability to identify and analyse problems to develop and recommend solutions.
- Provide direction and support to staff as required to facilitate development process with the team and organisation
- Develop and maintain key relationships with council staff and other departments focusing on continuous improvement.
- Interaction with management team, other departments, Council, community groups and individuals and representative of government and non-government departments and agencies as necessary.
- Assisting the Team Leader Engineering and HOD in the examination and processing of subdivision/ rezoning and engineering applications.
- Assist the Head of Planning and Development in managing the Building Services Department.
- Undertake all task and responsibility assigned by Head of Department.
- Investigate and issue appropriate notices for unauthorized developments and developments not in adherence to the legislative requirements

KEY PERFORMANCE INDICATORS

Department Leadership and Management

- Prepare, negotiate, monitor and report on operational work plans for the Department.
- Measure, monitor, evaluate and improve operational performance within the Department.
- Report to the Head of Planning on overall Department performance and contributions to the achievement of functional objectives.
- Establish performance agreements for direct reports and ensure that these exist for all Department employees.
- Undertake performance management for direct reports and ensure performance appraisal processes are carried out for all Department employees, in accordance with the Council's practices and policies.
- Maintain and develop the capacity of the Department, particularly the level of skills, knowledge and experience required for the Department to meet its responsibilities and identify appropriate training and development programs to improve and boost Department capacity in achieving its functional goals.

Overall Council Management

- Contribute to the development and communication of the Councils long term strategies and objectives and help monitor their achievement.
- Participate in collective advice and decision making on the Council's operational plans and resource allocations.
- Contribute to change initiatives and programmes and support their implementation.
- Ensure compliance with the requirements of all legal, statutory and organisational policies and controls.
- Developing suitable planning and development strategies for the Council, investment management, providing necessary guidance to the CEO, and Board of Special Administrators, in the areas of budgeting, risk management, infrastructure developments and project management.

WORKING CONDITIONS/PHYSICAL EFFORT

- May be required to work under inclement weather conditions.
- Due to nature of municipal council service delivery which is classified as essential service, it is a requirement to render service on a 24-hour basis as and when required.
- May be required to carry out inspections where foul odour is emanating from sewerage and offensive trade.
- May have risk of exposure to disease organisms and chemical pollutants.
- To be available on call 24/7.

KEY PERFORMANCE INDICATORS

Performance will be gauged through the following indicators:

1. Timely completion of monthly & yearly departmental reports and yearly audits.

2. Optimising turnover time for processing of applications pertaining to the department.
3. Problem Solving and complaints handling.
4. Satisfying customers changing demands.
5. Facilitating demands for socio-economic development for the People's Charter.
6. Quick assessment of the effects of changing circumstances
7. Developing coping strategies that influence the positive contributions of various Sections
8. Spotting conflicts early on and resolving them to the satisfaction of all involved parties.
9. The ability to quickly and independently process ideas and implement changes.
10. Transparency and accountability
11. Internal Budget Control whilst not compromising standards.

PERSON SPECIFICATION

Works activities are unpredictable. The position is a highly complex one involving a lot of problems. Requires a lot of initiative and innovative abilities.

Essential Qualification: Degree in Engineering (Civil).

In-lieu of a degree, considerable and relevant tertiary qualification and proven extensive managerial experience and/ or extensive municipal council experience in building and construction industry, with working knowledge of Fiji National Building Code, Public Health Act, and Subdivision of Land by Laws, Local Government Act, etc, may be considered.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years' experience in design, construction and supervision of civil engineering works including building, sewerage and storm water drainage and experience as department manager.
2. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
3. Working knowledge of software packages related to document management and archiving of building and development records is desirable.
4. Excellent verbal, analytical, organizational and written skills.
5. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
6. Provide leadership, guidance and support to the Planning and Development Team.

Skills and Abilities

1. High professional ethics and integrity
2. Good business acumen and interrelation skills.
3. Have good oral and written communication skills

4. Ability to work under pressure and deliver within timeframe
5. Ability to handle difficult situations to achieve positive outcomes
6. General understanding of project financing and contracts.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.