

LHOA - Building Compliance Officer

1. Qualifications / Experience

- Tertiary Qualification and /or experience in the building and related industry would be an advantage.
- Applicant would need to be able to read and interpret Architectural Drawings (CAD)
- Be proficient in Software programmes such as Windows, Office 365, CAD etc
- Communication and inter-personals skill and experience required.

2. Duties / Responsibilities

In broad terms, the Building Compliance Officer will be responsible for the efficient management of building sites in accordance with the General Rules and Construction Rules of the Estate.

Duties of this role will include:

Contractors & Building Sites

- Comprehensive knowledge on the following documents governing construction activities in Lampiesbaai Development:
 - **The Building Design and Construction Rules** (As amended from time to time)
 - **The Management Rules of the Estate** (As amended from time to time)
 - **The Construction Agreement**
- Ensure all approvals and documents are in place prior to Site Clearance.
- Conducting Site Handover once all pre-construction obligations have been met by the Contractor and keep Estate Co-Ordinator up to date.
- Conducting site inspections on a regular basis to ensure compliance with Building Design and Construction Rules and Construction Agreement.
- By means of e-mail, record deviations observed during site inspections and send to contractor for immediate action and Estate Co-Ordinator for action and/or recording.

- Ensure that buildings comply with SBM approved building plans.
- Conduct Final Completion inspection after Occupation Certificate has been obtained.
- Record any deviation from the approved Plan during the Final Completion inspection and send by e-mail to Estate Co-Ordinator for action / recording.
- Be able to communicate the Estate Rules to Contractors in a confident and professional manner.
- Record any alterations/additions to the visible appearance of existing properties where proper authorisation has not been given by the LHOA and/or the local authorities and send such information by e-mail to Estate Co-Ordinator for action/recording.
- Draft monthly report to EXCO regarding building activities in the Estate.

3. Special Conditions /Compensation

- Appointment will be on Consultancy-basis only .
- Fixed Period of 12 months.
- No fringe benefits payable by LHOA.
- Incumbent will be responsible for all statutory payments such as Income Tax.

Approved by EXCO meeting dd 16 Jan 2024