

## JOB SUMMARY

<b>Post Title</b>	<b>Area Building Control Surveyor</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>10</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<a href="#"><i>SD10</i></a>
<b>Service Area</b>	<i>Building Control</i>						
<b>Line Manager</b>	<i>John Lutas</i>						
<b>Location</b>	<i>Seaclose Offices</i>						

**Job Purpose** To inspect new building works for the purpose of ensuring the health, safety, welfare and convenience of people in and about buildings.

**Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**  
6-8 bullet points max

1. Examination of full plans applications to ascertain compliance with Building Regulations and associated legislation and passing and rejection of plans.
2. Inspection of building works in progress and keeping adequate records of these works.
3. Take appropriate action in respect of work contravening Building Regulations, including negotiating and problem solving, issuing Notices and attending court as necessary.
4. Inspect dangerous structures on 24 hour basis and take appropriate action as necessary, including instructing contractors to carry out emergency works to remove the danger, issuing notices and attending court.
5. To inspect properties to be demolished, examine method statements, determine conditions that need to be applied and issue appropriate notices to proceed. Inspect demolitions in progress and on completion.
6. Give technical advice and deal with relevant enquiries from building professionals, agents, other Council departments, Councillors and the general public.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<i>Confident and self-motivated with the ability to communicate effectively with colleagues, architects, engineers, builders and the general public and to be customer focused.</i>	<b>E</b>	
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Able to demonstrate experience in using a recognised Building Control computer package and proficient in the use of Word.</i>	<b>E</b>	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<i>Extensive experience in Building Control Surveying and able to demonstrate authoritative knowledge and understanding of relevant legislation and all forms of building construction.</i>	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise	<i>Possess the necessary skills to deal simultaneously on numerous projects, work</i>	<b>E</b>	

## JOB SUMMARY

and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<i>independently on own initiative to manage a daily area workload and to meet all deadlines.</i>		
Research, investigation and analysis skills.	<i>Ability to examine, interpret, evaluate and assess all forms of information provided, including plans, structural designs, fire engineer reports, energy use assessments and new and unusual construction techniques/ materials.</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>Relevant Construction qualification (Minimum HNC or equivalent)</i>	<b>E</b>	
Relevant vocational / professional qualification.	<i>Corporate Member RICS or equivalent</i>		<b>D</b>
May require relevant certifications including evidence of fluency in English language.	<i>Minimum GCSE Grade C or above English and Maths.</i>	<b>E</b>	
<b>Other Requirements</b>			
Physically able to carry out site inspections, including in adverse weather conditions. <b>E</b>			
Valid full, clean driving licence and car. <b>E</b>			
Willing and able to be on-call to respond to reports of dangerous structures. <b>E</b>			
<b>Organisation Structure (optional)</b>			