



ADUR & WORTHING
COUNCILS

Job Description

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| Authority: | ADC / WBC |
| Directorate: | Economic Growth |
| Section: | Building Control Partnership |
| Post Title: | Building Control Surveyor |
| Post Number: | 3276 |
| Accountable to: | Principal Building Control Surveyor |
| Management responsibility for: | N/A |
| Authority to liaise with: | Other officers of the Council Officers of other Local Authorities Officers of the Fire Authority Members of the public Agents Construction professional Building Contractors Local Health Authorities Southern Water Services Ltd Sussex Police Environment Agency Health and Safety Executive Governmental and other research institutes Sub-contracted services |
| Meetings attended on a regular basis: | Office Technical and General Meetings. Office meetings with potential and actual customers. Site meetings with the above |
| Work style | Flexible |

Principal purpose of job (role summary)

Ensuring the health, safety and welfare of the people that live in, work in and visit Worthing through the application of the Building Act and enforcement of the Building Regulations

Protecting the environment through the application of government policy on energy conservation and carbon dioxide reduction in order to meet national and world targets

Helping to ensure that Adur and Worthing Council maintains a competitive and viable building control service in order to fulfil the Authority's statutory function and the aims of the Councils strategies.

Main duties, tasks and responsibilities of post holder

1. The administration and enforcement of Building Regulations, directly allied legislation and other functions of the Group in order to ensure that sound standards are achieved within the Council's Building Control Policy including:
 - Examination of deposited plans for compliance with the Building Regulations and other allied legislation; and the seeking of further information, and clarification, as necessary.
 - Inspection of Building Regulation works in progress in a competent and prompt manner; dealing with any necessary resulting matters and correspondence.
 - Full and correct implementation of 'Building Notice' procedures
2. Within normal working hours, assessing the danger to the public from dangerous structures and specifying/arranging appropriate work to be undertaken quickly and effectively to make such structures safe.
3. Dealing with Demolition Notices and advising contractors on safety and environmental matters.
4. Dealing with unauthorised building works and where necessary taking regularisation or enforcement action. This may involve the preparation and submission of evidence in a Court of Law.
5. Liaison and consultation with other Sections, Departments and bodies, on matters arising, as necessary.
6. Other duties include:
 - Adhering to the strict timescales set out in legislation and the targets set in the Service Plan and the performance criteria

- Keeping proper, detailed and accurate records of all inspections and decisions made.
- Initiating Inspection Fee Invoices
- Advising the Principal Building Control Surveyor of any matter that may require enforcement action
- Providing all necessary advice to applicants and agents on Building Control matters generally
- Exercising a “duty of care” with regard to construction site health and safety and when necessary liaising with the Health and Safety Executive
- Providing ideas and input to the Service Policy Meetings in order to help improve the quality of the Building Control Service.

7. The post holder will be expected:

- To already hold membership or be working towards membership of a recognised professional institution, such as the Royal Institution of Chartered Surveyors or the Chartered Association of Building Engineers.
- Pay all professional fees
- To act always in the best interest of the Council, giving priority to the approved strategic objectives
- To adhere to all aspects of the Council’s Equal Opportunity Employment Policy and Race Equality scheme, in so far as they affect you as an employee of the Council, and in respect of potential staff in order to comply with the law, and to promote and maintain good employee relations
- To provide high standards of customer care to both external and internal customers as laid down in the Council’s Customer Care Mission Statement
- To ensure compliance with Health and Safety legislation and the Council’s Safety Policy, practices and procedures
- To adhere to all aspects of the Council’s Code of Conduct
- To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe all policies and guidelines as defined by the Council’s Data Protection Officer or your Service Data Controller
- To participate actively in any emergency planning exercises or training made available by the Council
- To demonstrate and encourage a positive approach to public relations in accordance with agreed arrangements
- To comply with agreed policies and guideline relating to personnel, recruitment, management, discipline or dismissal

8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

9. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.

10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the

postholder as a result of legislation, codes of practice or Council policies.

11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

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| Post holder: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Line Manager: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Executive Head of Service: <i>(print name)</i> | |
| Signature: | |
| Date: | |