

Reference Number GRO017

Role Title	Building Control Surveyor I
Directorate	Regeneration and Economy
Department	Growth and Infrastructure
Reports to	Team Leader Building Control

Role Purpose

To provide technical expertise in the inspection and assessment of construction works against building regulations, to ensure that all construction is in accordance with legislation and regulatory standards. The role will operate independently, but have access to guidance from more senior colleagues.

Accountabilities

- Examine and assess applications (using information such as submitted construction plans, drawings and specifications), against building regulations to decide if applications are compliant with regulations and can proceed to construction.
- Inspect and survey buildings and building methods, both during construction and upon completion, against well-defined regulations concerning safety, accessibility, and sustainability in order to assess whether construction is in accordance with legislation, standards and best practice, and to identify any potential non-compliance issues.
- Advise on solutions to issues identified, based on technical knowledge of building regulations and their practical application, so that issues can be corrected and the building works become compliant with necessary standards and regulations.
- Produce reports, grant approvals and issue completion certificates to confirm that construction obligations have been met and certify that the necessary permissions and approvals are in place.
- Investigate unauthorised and non-compliant building works, preparing documents and serving enforcement notices, to ensure that non-compliance can be prosecuted effectively as required.
- Sample and test construction materials to ensure their safety and compliance with regulations, and the appropriateness of their use in the construction.
- Survey potentially dangerous buildings or structures and take action to arrange removal of the danger posed to the public. This will involve approving demolitions and arranging for the recovery of the costs to the council for such works.
- Maintain accurate records of all inspections and associated work so that information is accessible and auditable, and can be used in legal proceedings if required.
- Calculate fees in accordance with defined rates so that the service can invoice customers appropriately.

Knowledge / Skills / Experience required

- Degree in a construction related discipline or equivalent.
- Membership of Royal Institute of Chartered Surveyors or Association of Building Engineers.
- Experience in the construction industry.
- Knowledge of building regulations and legislation relating to construction.
- Knowledge of construction techniques, building materials and industry products and systems.
- Ability to plan and manage own case load.

- Ability to influence, persuade, and generate understanding and acceptance based on technical knowledge.

Dimensions of role

- This role does not have any supervisory or management requirements.
- This role does not manage any direct budgets.
- Planning is over the short term, typically days and weeks.

Notes

Date: 01/02/2021

Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:

- When inspecting buildings and structures the role is required to walk, stand, climb using ladders, and occasionally lift objects and work in cramped spaces. This will typically represent 40% of the working time.
- In undertaking site visits, the role is exposed to the weather, site noise, dust, and potentially noxious substances. There is some exposure to environmental risk as structures may be dangerous.
- The role holder needs to maintain concentration when on site and undertaking inspections, to ensure accuracy and safety.
- The role holder will need to deal with occasional challenging or confrontational behaviour as a result of inspection decisions or enforcement action.
- No specified working arrangements outside of a normal working pattern.

Working Conditions:

Working Arrangements:

