

# JOB OUTLINE

Closing Date: Monday, 1st November 2021

Dept: <b>PLANNING</b>		Section: <b>DEVELOPMENT MANAGEMENT AND BUILDING CONTROL</b>	
Post No: <b>DEDM02004</b>	Designation: <b>Building Control Technician (Grade 8)</b> <b>Building Control Surveyor (Grade 9)</b> <b>Senior Building Control Surveyor (Grade 10)</b>		Grade: <b>8-10</b> <b>(SCP 22-30)</b>
	Career graded post		

## Purpose of Job:

To contribute to the work of the Building Control Team by providing building surveying services to the Council and its partners in order to deliver the Council's main aims, Key Work Areas and Performance Indicators as set out in the Corporate Plan and the Department's Service Delivery Plan

## Main Duties/Responsibilities:

To work under the direction of the Senior Building Control Surveyors within set timescales, deadlines and targets to:

1. Examine full plans and building notices for domestic and minor non-domestic developments for compliance with Building Regulations legislation and issuing decisions accordingly
2. Inspect building work for conformity with the above legislation
3. Assist in taking enforcement action against contraventions of the above legislation and in the organisation and execution of default or necessary works in line with the Council's policies and procedures.
4. Promote high levels of sustainability within construction through providing advice to applicants, liaising with internal and external partners in the development process and through undertaking continuing professional development in this area
5. Carry out inspections, make records and prepare reports as applicable using the Council's software applications and take appropriate action on such matters as:
  - Dangerous structures
  - Demolitions
  - Fire/energy/or public safety issues
  - Access for people with disabilities
  - Party Walls
  - Property Searches
  - Building Surveying activities for other sections/departments within the Council
6. Check, record and initiate invoicing of inspections
7. Participate in the Council's out-of-hours service to deal with dangerous structures.
8. Deliver a continuously improving Building Control service by contributing to the development and implementation of service improvements, performance targets and business plans
9. Participate in remote working arrangements
10. Assist in the Development of Local Authority Building Control partnership arrangements with architectural/surveying practices and local agents
11. Promote the Development Team Approach through consultation with other Officers, Divisions and Departments of the Council as required and undertake similar consultations on all other aspects of the service to ensure integrated service delivery.
12. Participate in partnership working arrangements with other public and private sector

organisations which may necessitate working on projects from an office or home base, which may be located outside the City Council's boundaries.

13. Undertake occasional out of hours duties which may include building regulation site inspections and meetings.

Additional duties/responsibilities for progression to Grade 9:

1. Examine full plans and building notices for the full range of residential and minor commercial developments for compliance with current and future Building Regulations, the Building Act and allied legislation and issuing decisions accordingly
2. Develop Local Authority Building Control partnership arrangements with architectural/surveying practices and local agents

Additional duties/responsibilities for progression to Grade 10:

1. Examine full plans and building notices for the full range of building projects for compliance with current and future Building Regulations, the Building Act and allied legislation and issuing decisions accordingly
2. Be responsible for taking enforcement action against contraventions of the Building Regulations legislation, including making recommendations, providing evidence and acting as witness for the Council in all actions necessary to ensure compliance with the Council's statutory duties under the above legislation, together with the organisation and execution of default or necessary works in line with the Council's policies and procedures.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time

Date Produced: April 2017