Job Description

Date February 2015
Post Title Building Control Surveyor
Post No. PR047 / PRO48 / PRO49
Grade SCP 26-34
Section Building Control
Service Area Regeneration, Investment and Housing
Service Grouping Development Services
Responsible To Building Control Manager

Job Purpose

To undertake the role of a Building Control Surveyor within the Building Control section of Regeneration, Investment and Housing Service Area. The post-holder will work within a Service Area dealing with a range of building control and integrated planning and housing adaptation duties.

The complexity of Building Regulations applications to be processed and inspected on site, and the level of supervision given will be related to the post holder’s qualifications and/or experience.

Key Results Areas

1. To carry out duties in accordance with the Council's Building Control Policy Document.

2. Checking of submitted full plan applications; examining Building Notices to determine validity; and the checking and verification of certificates submitted by approved persons/approved inspectors, which have been submitted to show compliance with relative British Standards etc.

3. To examine plans to determine if the estimate of the cost of “building work” shown is reasonable and the deposited fee correct.

4. Inspections of construction work at various stages during the construction process. The number of visits to depend on the size and complexity of the building/building site and number of problems arising.

5. Keeping adequate records of inspection/completions.

6. Advising building contractors, architects, Elected Members and the general public on technical matters relating to the requirements of the Building Regulations and general construction matters. Provide practical regulatory solutions to design and construction problems, including in relation to fire engineering solutions.

7. Dealing with complaints from the public on matters relating to buildings and structures. In the case of dangerous buildings to decide on the degree of danger and take the appropriate action.

8. Promoting the Council’s building control services to existing and potential customers and other initiatives introduced by LABC.
9. Control of demolition to ensure protection to the public by requiring the proper erection and retention of hoardings and scaffolding and that correct methods of demolition are employed.

10. Inspection of scaffolding erected on highway to ensure public safety and the issuing of licences.

11. Assisting with the organisation and running of the annual Building Excellence Awards.

12. Assisting the Council’s Solicitor in preparation of Court cases, when necessary, in respect of enforcement action and prosecutions for dangerous building related matters and representing the Council in such matters; also appearing in Court as a specialist witness in Civil Action.


14. To be responsible for the inspection of cinemas, theatres and places of entertainment.

15. Dealing efficiently and courteously with enquiries from clients and customers, whether by letter, email, telephone call or personal call.

16. Taking reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

17. To carry out further functions appropriate to the grade and designation of the post.

18. Assisting in all matters relating to the building control service which is the primary role. Also working with, and assisting as required, members of the Development Services section in the performance of their service function.

**Qualifications and Experience**

A HND/HNC in a construction related subject is essential. A degree in a construction related subject and previous Building Control experience are desirable.

Officers are expected to be committed to continuous professional development and be working towards professional membership of RICS or MBEng

**Supervisory Responsibilities**

None

**Supervision Received**

The post holder is directly responsible to the Building Control Manager. Day to day advice and guidance will be given by the Principal Building Control Surveyor.

**Principal Contacts**

Members of the public, developers and builders
Elected Members
Staff of the Regeneration, Investment and Housing Service Area
Staff of the Streetscene and City Service Area
Architects/Agents and other users of the building control service

**Special Conditions**

From time to time, variations in terms and conditions of employment will result from negotiations and collective agreements within the recognised trade unions
**Working Hours**
The post holder will be required to work outside of normal office hours from time to time, for which the equivalent time off in lieu will be given.

**Out of Hours Stand-by Arrangements**
The Building Control section operates an out of hours stand by rota for response to reports of dangerous structures and property security, for which stand by payments are made.

**Site Visits**
There will be a requirement to undertake site visits within the city boundary and visit organisations and events outside the city boundary.

**Health & Safety**
To take reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

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This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
# Job Requirement

**Date**
February 2015

**Post Title**
Building Control Surveyor

**Service Area**
Regeneration, Investment and Housing Services

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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## Education Qualifications Knowledge

- Minimum of HND/HNC in a construction related subject. **E**
- Working towards professional membership of RICS or MBEng **E**
- Hold a degree in a construction related subject **D**
- Professional membership of RICS or MBEng **D**
- Practical knowledge & understanding of legislation and statutory obligations which affect the provision/delivery of a quality customer focused building control service **E**

## Experience

1. **2.1** Experience of working in Building Control or in a closely related discipline within the construction industry **E**
2. **2.2** Previous experience of the Building Control function **D**
3. **2.3** Demonstrate computer literacy with commitment to the use of GIS and computerised databases **E**
4. **2.4** Experience of dealing with people **E**

## Aptitudes and Skills

1. **3.1** Able to communicate effectively, orally and in writing, with colleagues, outside agencies and customers **E**
2. **3.2** Able to understand and ensure compliance with policies, procedures and statutory regulations **E**
3. **3.3** To be customer orientated in delivery of the service **E**

## Personal Attributes
4.1 Commitment to continuous professional development

4.2 Competence and confidence in dealing with customers (users of the service)

4.3 Flexible approach to people and work

4.4 Able to schedule own workload in order to meet essential deadlines

4.5 Willingness to assist other team members and colleagues when necessary

Circumstances

5.1 Hold a current, full, UK driving licence and be able to travel around the Council’s administrative area to undertake site visits and meetings.

5.2 Be available to work flexibly in respect of the requirements of the Building Control service, which will require working outside of normal office hours and for which the equivalent time off in lieu will be given

5.3 Contribute to the ongoing review of performance and procedures

5.4 Commitment to the principles of customer care

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council