

Building Control Surveyor (Career Graded)

Job Description / Person Specification

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Job Description

Job Title Building Control Surveyor (Career Graded)

Location Civic Offices

Grade/Salary Range Trainee Building Control Surveyor: RG3-4b (scp 15-25)
Assistant Building Control Surveyor: RG4m-5b (scp 26-31)
Building Control Surveyor: RG5m-6b (scp 32-37)
Senior Building Control Surveyor: RG6m-7b (scp 38-42)

Service/Directorate Building Control, Planning Development & Regulatory Services
Directorate Environment & Neighbourhood Services (DENS)

Job Purpose

1. **At RG3 - RG4 below gateway level (Trainee Building Control Surveyor):** To train as part of a team to provide a prompt & efficient Building Control Service that is delivered in accordance with Councils customer care and service delivery policies.
2. **At RG4 above gateway to RG5 below gateway level (Assistant Building Control Surveyor):** To work as part of a team to provide a prompt and efficient building control service in accordance with the Council's customer care and service delivery policies.
3. **At RG5 above gateway to RG6 below gateway level (Building Control Surveyor):** To work as part of a team to provide a prompt and efficient building control service in accordance with the Council's customer care and service delivery policies.
4. **At RG6 above gateway to RG7 below gateway level (Senior Building Control Surveyor):** contribute at senior level to all aspects of the Building Control service, within one of the Building Control teams. To be responsible for more complex Building Regulation applications and strategic tasks.

Designation of Post and Position within Departmental Structure

1. **(RG3 - RG6b):** The post holder will report to a Principal Building Control Surveyor whom reports to the Building Control Manager. The post will form part of one of the area Building Control teams. The teams carry out the full range of Building Control functions, including Building Regulation application plan checking, site inspections of building works, means of escape from existing buildings and dangerous structures, processing of demolition notices, and other corporate projects that involve the Building Control service.
2. **(RG6 above - RG7 b Senior Building Control Surveyor):** To report to a Principal Building Control Surveyor, who reports to the Building Control Manager. Where appropriate the post holder will supervise and coach more junior staff. The post will form part of one of the area Building Control teams in the Building Control Service. The teams carry out the full range of Building Control functions, including Building Regulation application

plan checking, site inspections of building works, means of escape from existing buildings and dangerous structures, processing of demolition notices, and other corporate projects that involve the Building Control service.

Main Duties and Responsibilities

RG3 - RG4b (Trainee Building Control Surveyor) & RG4 above - RG5 below (Assistant Building Control Surveyor)

1. To Quality Assurance standards and under the close guidance and training by the Principal Building Control Surveyors:-
2. To work as part of a team to achieve the corporate objectives of the section and Department.
3. To work with and support other service functions of the Council.
4. To carry out checking of Building Regulation applications in the Borough.
5. To carry out site inspections in connection with building control matters in the Borough.
6. To prepare accurate site records to provide a defence in the event of a claim against the Council.
7. Drafting of correspondence relating to contraventions of building regulations, including the preparation of statements of evidence for court action and attending court as a witness in cases of prosecution and negligence claim.
8. To carry out inspections and prepare correspondence for declaring plans of no effect where applications are more than 3 years old and have not commenced.
9. To meet and liaise with officers of the Borough Council and other outside organisations on building control matters.
10. To inform a Principal Building Control Surveyor of any difficulties within their area of responsibility.
11. To assist the Principal Building Control Surveyor in ensuring that the operational and financial targets of the team are met.

RG5 above - RG6 below (Building Control Surveyor)

12. To work as part of a team to achieve the corporate objectives of the section and the Department.
13. To work with and support other service functions of the Council.
14. To represent the Building Control Section at relevant meetings.
15. To assist with the training of trainee building control officers and others who may be seconded to the Department.

16. Checking of all building regulations applications for an area of the Borough and for special projects, including the preparation of accurate records in order to provide a defence in the event of a claim against the Council.
17. Carry out site inspections in connection with building regulation matters for an area of the Borough and for special projects, including the preparation of accurate records in order to provide a defence in the event of a claim against the Council.
18. To deal with dangerous structures during normal office hours when required. To be available out of office hours when required to assist senior officers.
19. Checking that fees submitted with building regulations applications are correct and inspection fees are raised.
20. Drafting of correspondence relating to contraventions of building regulations, including the preparation of statements of evidence for court action and attending court as a witness in cases of prosecution, expert evidence and negligence claims.
21. Carry out inspections to ensure that the demolition of buildings is carried out in accordance with the Council's policy, Building Act 1984, and taking direct action to resolve any problems.
22. Assist and carry out inspection of premises in connection with the issue of Public Entertainment, Theatres Act and Cinematograph licences.
23. The preparation of correspondence relating to scaffolding and hoardings, demolitions and public entertainment, Theatres Act and Cinematograph licences.
24. Carry out inspections and prepare correspondence for declaring plans of no effect where applications are more than 3 years old and have not commenced.
25. Carry out inspections and prepare correspondence in connection with applications for relaxation and dispensation of the building regulations.
26. To meet and liaise with officers of the Borough Council, and other outside organisations on building control matters.
27. Inform a Principal Building Control Surveyor of any major difficulties within their area of responsibility.
28. Carry out site visits and the preparation of correspondence in connection with means of escape in case of fire from premises, which fall within the Building Control Section's responsibility.
29. Recommending for approval/rejection building regulation applications delegated to them by the Principal Building Control Surveyor within a relevant period. Taking into account that a failure to do so will result in the deposit fee being returned automatically.
30. To assign all correspondence prior to authorisation by the Principal Building Control Surveyor.

31. To assist the Principal Building Control Surveyor in ensuring that the operational and financial targets of the team are met.

RG6 above - RG7 below (Senior Building Control Surveyor)

32. To work as part of a team to achieve the corporate objectives of the section and the Department.

33. To work with and support other service functions of the Council.

34. To represent the Building Control Section at relevant meetings.

35. To assist with the supervision and coach more junior building control staff and others who may be seconded to the Department.

36. Checking of more complex building regulation applications for an area of the Borough, including the preparation of accurate records in order to provide a defence in the event of a claim against the Council.

37. Carry out site inspections of more complex building works in connection with building regulation matters for an area of the Borough, including the preparation of accurate records in order to provide a defence in the event of a claim against the Council.

38. To deal with dangerous structures during normal office hours when required. To be available out of office hours when required as part of the Council's dangerous structures service.

39. Checking that fees submitted with building regulations applications are correct.

40. Drafting of correspondence relating to contraventions of building regulations, including the preparation of statements of evidence for court action and attending court as a witness in cases of prosecution, expert evidence and negligence claims.

41. Carry out inspections to ensure that the demolition of buildings is carried out in accordance with the Building Act 1984, Council's policy and taking direct action to resolve any problems.

42. Inspect plans and carry out inspection of premises in connection with the issue of Public Entertainment, Theatres Act and Cinematograph licences.

43. The preparation of correspondence relating to scaffolding and hoardings, demolitions and public entertainment, Theatres Act and Cinematograph licences.

44. Carry out inspections and prepare correspondence for declaring plans of no effect where applications are more than 3 years old and have not commenced.

45. Carry out inspections and prepare correspondence in connection with applications for relaxation and dispensation of the building regulations.

46. To meet and liaise with officers of the Borough Council, and other outside organisations on building control matters.

47. Inform a Principal Building Control Surveyor of any major difficulties within their area of responsibility.
48. Carry out site visits and the preparation of correspondence in connection with means of escape in case of fire from premises that fall within the Building Control Section's responsibility.
49. Recommending for approval/rejection building regulation applications delegated to them by the Principal Building Control Surveyor within a relevant period. Taking into account that a failure to do so might result in the deposit fee being returned.
50. To assign all correspondence on cases and issues they are dealing with.
51. To initial all statutory notices prior to authorisation by the Principal Building Control Surveyor.
52. To assist the Principal Building Control Surveyor in ensuring that the operational and financial targets of the team are met.
53. To research on project work contributing to the policy options of Building Control and the Council.

Scope of Job (Budgetary/Resource Control/Impact)

1. Responsible to the Principal Building Control Surveyor with no direct staff management responsibilities.
2. May not authorise notices.
3. May not authorise correspondence for despatch (except Senior Building Control Surveyors who may sign their own correspondence)
4. May not sign orders.
5. May not appoint or dismiss staff.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post No Check Required

What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks) NONE

Is this post "politically restricted"? NO

Responsibility for Health & Safety: LEVEL 1

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above NONE

Person Specification: Trainee Building Control Surveyor

Qualifications/Education/Training

RG3b

1. 5 Grade “C” GCSE including Maths and English, or a good working knowledge of the building industry.

RG3 above gateway

2. Complete B/TEC National Certificate in Building Studies or Civil Engineering, GNVQ in the Built Environment - level 2 or Studying for a recognised degree for Building Control Surveyors.

RG4b

3. Complete first year of B/TEC National Diploma in Building Studies or Civil Engineering, GNVQ in the Built Environment - level 3 or 5 modules of a recognised degree for Building Control Surveyors.

RG4 above

4. 1. Complete B/TEC National Diploma in Building Studies or Civil Engineering, GNVQ in the Built Environment - level 3 or 15 modules of a recognised degree for Building Control Surveyors.

Experience

1. A good working knowledge of the Building Industry.

Skills, Abilities & Competencies

As per Assistant Building Control Surveyor & Building Control Surveyor: you will need to break down the skills and abilities and tasks from JD for each level above and below gateways to ensure progression criteria available for each grade.

1. Ability to perform professionally as part of a team.
2. To be able to communicate with all levels of personnel, both professional and members of the public, with the ability to be courteous but firm in handling difficult situations.
3. An ability to maintain an accurate and efficient record system for the range of duties carried out.

4. An ability to organise own workload with a minimum of supervision to achieve operational targets and accord with the Sections Quality Assurance scheme.
5. Making decisions some of which may be challenged.
6. An ability to work under pressure to ensure that the objectives and targets of the section are met.
7. An ability to use data base and word processing software.

Specific Working Requirements

As per Assistant Building Control Surveyor & Building Control Surveyor:

1. Current full driving licence.
2. Able to work occasional unsocial hours.
3. To meet the specific needs of clients in order to deliver a good customer care service.

Person Specification: Assistant Building Control Surveyor

Qualifications/Education/Training

RG4 above - RG5 below

1. 3 Grade C “A” Levels or BTEC Certificate Building Studies.

Experience

RG4 above - RG5 below

1. 3 Years Building Industry Experience.

RG5 above or below?

2. 1 year Building Control Experience.

Skills, Abilities & Competencies

As per Trainee Building Control Surveyor & Building Control Surveyor: you will need to break down the skills and abilities and tasks from JD for each level above and below gateways to ensure progression criteria available for each grade.

1. Ability to perform professionally as part of a team.
2. To be able to communicate with all levels of personnel, both professional and members of the public, with the ability to be courteous but firm in handling difficult situations.
3. An ability to maintain an accurate and efficient record system for the range of duties carried out.
4. An ability to organise own workload with a minimum of supervision to achieve operational targets and accord with the Sections Quality Assurance scheme.
5. Making decisions some of which may be challenged.
6. An ability to work under pressure to ensure that the objectives and targets of the section are met.
7. An ability to use data base and word processing software.

Specific Working Requirements

As per Trainee Building Control Surveyor & Building Control Surveyor:

1. Current full driving licence.
2. Able to work occasional unsocial hours.
3. To meet the specific needs of clients in order to deliver a good customer care service.

Person Specification: Building Control Surveyor

Qualifications/Education/Training

RG5 above

1. BTEC HNC Building Studies.
2. Tech Member of RICS or equivalent.

RG6 below

3. Member of RICS or equivalent.

Experience

As per Senior Building Control Surveyor:

1. 2 years Building Control Experience.

Skills, Abilities & Competencies

As per Trainee Building Control Surveyor & Assistant Building Control Surveyor: you will need to break down the skills and abilities and tasks from JD for each level above and below gateways to ensure progression criteria available for each grade.

1. Ability to perform professionally as part of a team.
2. To be able to communicate with all levels of personnel, both professional and members of the public, with the ability to be courteous but firm in handling difficult situations.
3. An ability to maintain an accurate and efficient record system for the range of duties carried out.
4. An ability to organise own workload with a minimum of supervision to achieve operational targets and accord with the Sections Quality Assurance scheme.
5. Making decisions some of which may be challenged.
6. An ability to work under pressure to ensure that the objectives and targets of the section are met.
7. An ability to use data base and word processing software.

Specific Working Requirements

As per Trainee Building Control Surveyor & Assistant Building Control Surveyor:

4. Current full driving licence.
5. Able to work occasional unsocial hours.
6. To meet the specific needs of clients in order to deliver a good customer care service.

Person Specification: Senior Building Control Surveyor

Qualifications/Education/Training

RG6 above

1. Member of RICS or equivalent

Experience

As per Building Control Surveyor:

1. 2 years Building Control Experience.

Skills, Abilities & Competencies

1. An ability to perform professionally as part of a team and deal with more complex Building Control matters.
2. Fluent both orally and in writing, confident and knowledgeable with members of the public and the professions.
3. An ability to contribute to the efficient working of a team.
4. An ability to organise own workload with a minimum of supervision to achieve operational targets and accord with the Sections Quality Assurance scheme.
5. An ability to coach more junior Building Control staff.
6. Obtaining and evaluating written, oral and technical data.
7. Ability to work in a customer oriented environment where quality of service and equal opportunities are seen as paramount.
8. Ability to take responsibility for one or more areas of specialism in Building Control and be able to advise other officers on those subjects.
9. Making decisions, some of which may be challenged.
10. Ability to deputise for the Principal Building Control Surveyors as required.
11. An ability to work under pressure to ensure that the objectives of the section are met.

Specific Working Requirements

1. Current full driving licence.

2. Able to work occasional unsocial hours.
3. To meet the specific needs of clients in order to deliver a good customer care service.
4. Assisting to provide an emergency service to deal with dangerous buildings and structures.