

JOB DESCRIPTION

JOB TITLE	Building Control Surveyor (Career Grade - Levels 1-2)
GRADE	Level 1 (PO4) Level 2 (PO6)
REPORTING TO	Team Leader - Principal Building Control Surveyor
JD REF	REG0060P

PURPOSE

Assist in the provision and delivery of a customer orientated Building Control Service, which ensures the health, safety and welfare of people in and around the built environment, in accordance with the sections policy, aims and objectives, business plan and marketing strategy.

MAIN DUTIES AND RESPONSIBILITIES

- In the interests of public safety and protection, to undertake any reasonable action to protect the public from dangerous structures, unauthorised works, demolition work and works that form obstructions to the public highway. This will include the participation in an out of hour's emergency call out rota providing a 24-hour rapid response service for dangerous structure incidents throughout the Borough.
- Ensure that applications are checked for compliance against the requirements of the Building Regulations and associated legislation efficiently, speedily and professionally within statutory timescales and as directed within the section's service plan and policy documents.
- Undertake statutory and other site inspections in connection with plans and building notices deposited with the Council under the Building Regulations and under the powers set out in Section 32 of the Building Act 1984 and as directed within the sections service plan and policy documents. Liaising with builders and owners to ensure materials, construction practices etc. comply with all current legislation and codes of practice.
- Be prepared to instigate enforcement procedures as per Building Control and the Council's enforcement policies, preparing reports and statements for the Council's Solicitor and appearing in court as a witness as required, when undertaking any enforcement action required under the Building Regulations, Building Act and any associated legislation.
- Check, assess and analyse basic structural calculations and details submitted with full plans applications and building notices.



- Consult with internal and external bodies as appropriate and communicate with applicants and agents the findings of those consultations with regards to their submission.
- Support the marketing and promotion of the services and the development of any new business opportunities, working within the confines of a competitive market.
- Undertake all duties and maintenance of accurate records in accordance with any assigned Quality Management Systems or other procedural guidance
- Deliver a high-quality service and level of performance which contributes to achieving any agreed service targets and improvement objectives, contained within the service plans and policy documents.
- Conduct all duties with due regard to the Council's corporate personnel policies and practices including for example, the officers' code of conduct, health and safety policy, performance standards, safe systems of work and procedures.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Appointment and progression is dependent on an individual meeting the criteria as set out in Wirral Councils Career Grade Progression Scheme for Building Control Surveyors, as determined through the performance appraisal process.

Knowledge and Skills:

- Competent user of IT, its application and potential application within a Local Government environment e.g. specialist back office system, Microsoft Office, specifically Word, Excel, Outlook.
- Understanding of the requirements of the role and the function of Building Control and have a sound knowledge of the Building Regulations, Approved Documents, allied legislation and technical documents associated with the building control function.
- An awareness of relevant health & safety legislation in order to ensure your own safety and the safety of more junior staff under your supervision.
- Excellent communication and interpersonal skills and having a customer service and quality focused approach.
- Have a commitment to on-going professional development by ensuring that CPD records are kept up to date.
- Reasonable level of mobility and agility to undertake site inspections and able to work at height or in confined spaces.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience of enforcement work and court proceedings.

- Knowledge and understanding of best practice and new innovations and developments in the industry.
- Ability to work to deadlines.
- Have clear and precise written and oral communication skills, with the ability to listen to, and influence others.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: 11/11/2019

**APPROVED BY: SAB SPINA, BUILDING CONTROL AND
TECHNICAL SUPPORT SERVICES MANAGER**