

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

|                         |                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>       | Building Control Surveyor                                                                                                                                              |
| <b>REFERENCE:</b>       | EDP109                                                                                                                                                                 |
| <b>SALARY SCALE:</b>    | SO2 (scp 29-32) £39,862 to £42,839 per annum                                                                                                                           |
| <b>HOURS OF WORK:</b>   | 37 Hours Per Week                                                                                                                                                      |
| <b>POST NO:</b>         | D50                                                                                                                                                                    |
| <b>SERVICE AREA:</b>    | Building Control                                                                                                                                                       |
| <b>RESPONSIBLE TO:</b>  | Senior Building Control Surveyor                                                                                                                                       |
| <b>RESPONSIBLE FOR:</b> | -                                                                                                                                                                      |
| <b>JOB PURPOSE:</b>     | To carry out duties as a Building Control Surveyor in providing a quality, cost effective and competitive Local Authority building control service within the Borough. |

## KEY RESULT AREAS:

- To assess plans submitted to the Council under the Building Regulations under local and statutory timescales and assure compliance with legislation, including recommendations for approval or rejection and negotiation of the Building Regulation requirements and the interpretation of complex legislation.
- To assess Building Notices submitted under Building Regulations including recommendations for rejection or acceptance including negotiation of additional information and charges.
- To assist with the processing of Initial Notices from Approved Inspectors.
- To carry out the routine and statutory inspection of construction work in progress and keep records of inspections and findings including inspecting complex constructional projects to statutory and local timescales.
- To assist with the Building Control advisory service and provide a client focused, best value service, including the provision of professional advice to the public, architects, solicitors, councillors and other council staff and departments.
- To carry out on behalf of the Council the enforcement of unauthorised work, work carried out in contravention of Building Regulations, dangerous building, derelict buildings, vacant and insecure buildings under The Building Act 1984 including the use of professional judgement, carrying out surveys and preparation and giving evidence for court.

- To provide as necessary an out of hours emergency service to give professional advise about dangerous buildings to the Fire and Rescue Service and Police and contribute towards the councils emergency services by arranging work as considered necessary.
- Investigation, order and supervise, as appropriate, demolition works and dealing with notifications made to the Council under section of the Building Act 1984.
- To assess applications submitted to the Council under Building Regulations, checking correct charges are paid, including the checking and calculations of costs and the negotiation of the charges.
- To ensure that invoices are raised for all inspections charges due, promptly and accurately.
- To manage a fluctuating workload and prioritise work as necessary to provide a comprehensive best value Building Control Service.
- To carry out inspections in all weather conditions including at heights and in excavations and in confined spaces, conforming with Health and Safety policies and procedures and in accordance with the construction, design and management procedures.
- Keep up to date with Building Control Health and Safety Legislation.
- Contribute to the best value and quality management process and respond in a competitive environment, including involvement in local and national marketing initiatives including join working with other Local Authority Building control units.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed

.....

Date

.....

Name (Print)

.....

# PERSON SPECIFICATION

| ESSENTIAL                                                                                                                                                                                                               | DESIRABLE | TO BE IDENTIFIED BY            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                   |           |                                |
| Completed relevant degree or equivalent along with chartered membership of an appropriate professional Institute (Royal Institute of Chartered Surveyors (RICS) or Chartered Association of Building Engineers (CABE)). |           | Application Form/<br>Interview |
| Registered with the Building Safety Regulator to at least Class 2a: Building Inspector as determined by the HSE Building Inspector Competency Framework (BICoF).                                                        |           | Application Form/<br>Interview |
| <b>Experience</b>                                                                                                                                                                                                       |           |                                |
| Experience in a Building Control enforcement role.                                                                                                                                                                      |           | Application Form/<br>Interview |
| Experience in assessing compliance against building control legislation, Approved Documents and relevant standards and guidance.                                                                                        |           | Application Form/<br>Interview |
| Minimum 2 years' experience in a Building Control role.                                                                                                                                                                 |           | Application Form/<br>Interview |
| <b>Skills/Knowledge</b>                                                                                                                                                                                                 |           |                                |
| A clear understanding and detailed knowledge of Building Regulations legislation, Approved Documents and relevant standards and guidance.                                                                               |           | Application Form/<br>Interview |

| ESSENTIAL                                                                                                                                                           | DESIRABLE | TO BE IDENTIFIED BY         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------|
| <b>Skills/Knowledge</b>                                                                                                                                             |           |                             |
| Ability to read and interpret plans and specifications.                                                                                                             |           | Application Form/ Interview |
| Be able to organise and prioritise a large and constantly changing workload.                                                                                        |           | Application Form/ Interview |
| Experience of working with computer packages, particularly Microsoft Office.                                                                                        |           | Application Form/ Interview |
| Ability to produce work to a defined standard within agreed deadlines.                                                                                              |           | Application Form/ Interview |
| Ability to make decisions and provide competent advice to building control bodies and duty holders in line with the Building Safety Regulator competency framework. |           | Application Form/ Interview |
| <b>Additional</b>                                                                                                                                                   |           |                             |
| A positive approach to work, the team and its customers.                                                                                                            |           | Application Form/ Interview |
| Ability to work with little supervision.                                                                                                                            |           | Application Form/ Interview |
| Have a commitment to valuing diversity and equality, respecting customers and colleagues in all relationships and service delivery.                                 |           | Application Form/ Interview |
| Possess a current clean UK full driving licence and access to a vehicle for work purposes.                                                                          |           | Application Form/ Interview |

| ESSENTIAL                                                                                                                                                        | DESIRABLE | TO BE IDENTIFIED BY            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|
| <b>Additional</b>                                                                                                                                                |           |                                |
| Reasonably agile, as the site inspection aspect of the post will involve climbing ladders, working in confined spaces and working in a typical site environment. |           | Application Form/<br>Interview |
| Demonstrable excellent customer care skills.                                                                                                                     |           | Application Form/<br>Interview |
| Excellent communication skills both orally and in writing.                                                                                                       |           | Application Form/<br>Interview |
| Commitment to developing knowledge and skills through continuing professional development (CPD).                                                                 |           | Application Form/<br>Interview |