

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Building Control Surveyor

REFERENCE NO: EDP66

SALARY SCALE: 6/SO1* (scp 21-29) £28,900 to £35,411 per annum
Progression arrangements apply at scp 24*.

RESPONSIBLE TO: Senior Building Control Surveyor

JOB PURPOSE: To carry out duties as a Building Control Surveyor in providing a quality, cost effective and competitive Local Authority building control service within an area of the Borough.

MAIN DUTIES:

- 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.

- 6.8 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.

PERSON SPECIFICATION



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ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
The postholder must be able to demonstrate they hold or are working towards corporate membership of an appropriate professional Institute (Royal Institute of Chartered Surveyors (RICS) or Chartered Association of Building Engineers (CABE)).		Application Form/ Interview
On appointment - Scale 6: Minimum 2 years' relevant experience and/or HNC/HND or equivalent qualification and/or part way through degree.		Application Form/ Interview
Progression to SO1: Minimum 5 years' experience and/or completed relevant degree.		Application Form/ Interview
Experience		
Experience in a Building Control enforcement role.		Application Form/ Interview
A clear understanding and detailed knowledge of Building Regulations and associated legislation.		Application Form/ Interview
Skills/Knowledge		
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
Personal Qualities		
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 driving licence and access to a vehicle for work purposes.		Application Form/ Interview
Ability to climb ladders as part of site inspections.		Determined by Medical assessment.
	Demonstrable excellent customer care skills.	Application Form/ Interview
	Excellent communication skills both orally and in writing.	Application Form/ Interview

***This is a career graded post and salary level is dependent on level of qualification**

Progression Arrangements

Scale 6 – On Appointment

Minimum 2 years relevant experience and/or HNC/HND or equivalent qualification and/or part way through degree

Scale S01

Progression to Grade 6 will be upon:

Minimum 5 years relevant experience and/or completed relevant degree.

The post holder is responsible for applying to pass the progression arrangement to their manager or director.