

## WYCOMBE DISTRICT COUNCIL JOB DESCRIPTION

Last reviewed 26 06 2019

<b>Designation:</b> Building Control Surveyor	<b>Post Number PBC</b> <b>Post Grade:</b> Grade 6
<b>Service:</b> Planning & Sustainability	<b>Division:</b> Building Control

### **JOB PURPOSE:**

To deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources, strategic and service priorities.

As a member of the building control team, to be responsible for specific Building Control duties, participation in the development of systems and effective team working and to fully contribute to the provision of an effective, consistent and high quality service that is responsive to customer demands.

To advise members, partners and staff on matters relating to the functions, policies and services of the Building Control Service  
Council's strategic and service objectives.

### **RESPONSIBLE TO:**

Building Control Manager

### **RESPONSIBLE FOR:**

- Carrying out plan examination (vetting) of architectural drawings to assess the compliance against the Building Regulations and allied legislation
- Management of area within district for site inspections, carrying out site inspections of building work in progress from commencement of work through to completion including the management of unauthorised building work
- Lead surveyor for partner agreement under the LABC Partner Scheme
- Control of dangerous structures
- Control of demolitions
- Assist in the calculation of quotations for individual projects
- Provide advice to members of the public, other council officers and members on technical and administration of building control matters
- To improve client satisfaction and maintain effective relationships with other stakeholders such as colleagues, the public and members
- To effectively develop and train to improve skills in accordance with the "Investors in People" culture of the Council and business needs

### **EQUAL OPPORTUNITIES:**

To comply with and actively support the Council's equal opportunities policy and to ensure practices are consistently applied throughout the Council in employment and service delivery.

### **HEALTH & SAFETY AT WORK:**

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

### **PARTNERSHIP WORKING**

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent service and ensure the service area is highly regarded in their perceptions.

### **OTHER DUTIES:**

In the absence of the team leader and building control manager, allocate workload to building control surveyors and

To undertake such duties, training and hours of work as may reasonably be required and are consistent with the level of responsibility of the job.

To maintain personal and professional development to meet changing requirements of the job.

### **KEY ACCOUNTABILITIES:**

#### **Processing Building Regulation applications (mainly domestic)**

- Full plans applications to be vetted against the Building Regulations
- Decisions made within statutory time periods
- Building notice and regularisation applications checked and additional information requested

#### **Carry out site inspections (mainly domestic)**

- Carry out site inspections on a daily basis
- Keep accurate and up to date records of site inspections
- Report any non-conforming work for escalation to enforcement procedure

#### **Provide advice on Building Regulation applications**

- Provide advice to the public, members and colleagues on the building regulation process and technical requirements
- Provide advice on the control of building work and the fees payable

#### **Undertake personal learning and development**

- Ensure self-development and training in accordance with business needs and the 'Investor in People' culture of the Council
- In particular, undertake training and development to gain competence in dealing with more complex building work

## PERSON SPECIFICATION

The person specification will be used for recruitment purposes. Please demonstrate how you meet these criteria. Assessment will be made via the application form (A); interview (I)

<b>QUALIFICATIONS AND TRAINING</b>
<b>Essential</b>
<ul style="list-style-type: none"><li>Working towards corporate membership (A)</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>Full Member of RICS, CIOB or CABE or meet the criteria set out by CABE for the mature entry route (A)</li></ul>
<b>EXPERIENCE</b>
<b>Essential</b>
<ul style="list-style-type: none"><li>Practical experience in Building Control to include commercial and industrial work and enforcement of Building Regulations (A I)</li><li>Experience in dealing with dangerous structures and demolitions (A I)</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>Experience of working in Local Authority Building Control (A)</li><li>Experience of working under BS EN ISO 9001 quality accreditation (A I)</li></ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITY</b>
<ul style="list-style-type: none"><li>Competent in the assessment of building failure (A I)</li><li>Effective communication and interpersonal skills (A I)</li><li>Interpretation of architectural drawings and specifications (I)</li><li>Ability to work flexibly and adapt to changing priorities (A I)</li><li>IT literate with an understanding of the potential for IT in achieving improvements to the service (A I)</li><li>Competent in the application of Building Regulation and associated legislation (A I)</li><li>A good team worker, able to work collaboratively, promoting involvement and engagement with colleagues (A I)</li><li>Ability to apply a logical approach to the day to day duties (A I)</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>Electronic plans experience (A I)</li></ul>