

**RUNNYMEDE BOROUGH COUNCIL**

**JOB DESCRIPTION**

**1. POST DETAILS**

	<u>Post Title</u>	: Senior / Building Control Surveyor
<u>Business Centre:</u>	Planning and Building Control	<u>Post No.</u> :
<u>Section</u>	: Building Control	<u>Working Hours</u> : 37
<u>Grade</u>	:	<u>Work Base</u> : Civic Offices / Home
<u>Prepared/Agreed by :</u>	A Smith / D Jones	<u>Date</u> : January 2022
<u>Reviewed:</u>		<u>Date</u> :

**2. ORGANISATIONAL RELATIONSHIPS**

<u>Reports to</u>	: Principal Building Control Surveyor	<u>Directly Supervises</u> :
<u>Deputising Responsibility</u> :	None.	<u>Indirectly Supervises</u> :
		Structural Consultants Plan Checking Consultant Technical Admin Officer

**3. RESPONSIBILITIES FOR RESOURCES**

The acceptance of Building Regulation applications and attached fee in the absence of the Building Control Manager and Principal.

**4. JOB PURPOSE/OBJECTIVES**

Responsible to the Building Control Manager / Principal for the provision of the Building Control Service in relation to the Building Regulations and associated legislation.

**5. MAIN DUTIES OF THE POST**

**FREQUENCY**

Management and Supervision

- |    |   |          |
|----|---|----------|
| 1) | Indirect supervision of Administrator, Structural Consultants and Plan Checking Consultant                                | Daily    |
| 2) | Undertaking validation and registration of new applications, and prepare fee quotations for general schemes.              | Ad Hoc   |
| 3) | Assist the Manager and Principal as necessary with updating of the ISO9001 QA system and Health and Safety documentation. | Annually |
| 4) | Liaison with Surrey Fire and Rescue, Thames Water, Structural Consultants and Plan Checking Consultant.                   | Weekly   |
| 5) | Assist with the preparation and updating of guidance notes/advice.  | Annually |
| 6) | Liaison with and advice to other Council Sections, Land Charges, Planning, Environmental Protection, etc.                 | Ad Hoc   |

Continued/.....

5. **MAIN DUTIES OF THE POST** (Continued)

**FREQUENCY**

Financial Management

- |    |  |       |
|----|--|-------|
| 1) | Checking applications for correct fee including negotiating and estimating building costs. | Daily |
|----|--|-------|

Plan Perusal

- |    |  |       |
|----|--|-------|
| 1) | Advice/Discussion with designers, builders, consultants, the public and staff in respect of all Building Control issues. | Daily |
| 2) | Examination of Building Regulation applications to determine compliance.   | Daily |
| 3) | Checking of applications for proximity to sewers.  | Daily |

Site Inspections

- |    |  |        |
|----|--|--------|
| 1) | Undertaking site visits to ascertain compliance with Building Regulations and associated legislation at times in a hazardous and unpleasant working environment. | Daily  |
| 2) | Visiting reported dangerous structures and buildings under demolition involving periods of hazardous and unpleasant working.                                     | Ad Hoc |
| 3) | Actively seeking unauthorised work.  | Daily  |

Enforcement

- |    |   |        |
|----|---|--------|
| 1) | Enforcement of the Building Act and Building Regulations, if necessary, through Magistrates' Court. | Ad Hoc |
|----|---|--------|

Skills and Qualifications

- |    |   |
|----|---|
| 1) | Advanced level of knowledge in construction, Building Regulations and associated legislation, Membership of RICS/ CIOB/ ABE, or working towards membership. |
|----|---|

*The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.*

Signed and Agreed by:

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

Post **SENIOR / BUILDING CONTROL SURVEYOR**

Post No.

Completed by **David Jones**

Date.....

Please ✓ against each criterion to indicate whether it will be assessed from the application form (A) or at interview (I)

Essential	How assessed		Desirable	How assessed	
	A	I		A	I
<b><u>Education &amp; Training</u></b>					
Associate membership of RICS, Student member of CIOB or Associate member of CABE	✓		Full Membership RICS, CIOB or CABE	✓	
BSc, HNC or equivalent qualification in construction related subject	✓				
<b><u>Experience &amp; Knowledge</u></b>					
Working as part of a Building Control Team (min. 3 years)	✓	✓	Currently carrying out duties of BCS (not trainee)	✓	
Involvement in plan examination and site inspection	✓	✓	Knowledge of ISO 9001	✓	✓
<b><u>Personal Qualities/Personality</u></b>					
Smart/presentable		✓	Business focussed		✓
Honest, reliable		✓			
Attention to detail	✓	✓			
Team player		✓			
Ability to remain calm under pressure		✓			
Independent with the ability to work alone		✓			

Continued / ...

Essential	How assessed		Desirable	How assessed	
	A	I		A	I
<b><u>Skills</u></b>					
Good communicator	✓	✓	Initiative	✓	✓
Organisational skills	✓	✓			
Good written skills	✓				
Computer literate	✓	✓			
<b><u>Career Objectives</u></b>					
			Commitment to Local Authority Building Control	✓	✓
<b><u>Special Requirements</u></b>					
Able to climb ladders, and work at height		✓	Full clean driving licence		✓
Full driving licence	✓				
Good vision		✓			
Locally based or willing to relocate	✓	✓			