

Job Description

Post Title: Senior Building Control Surveyor EE750

Evaluation: 566 Points

Grade: N8

Responsible to: Head of Building Control

Responsible for: N/A

Job Purpose: Support the Head of Building Control in the supervision of the Building Control Service; implement statutory and non-statutory functions including responsibility for major developments.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assess Building Regulation submissions particularly for complex and major developments to ensure compliance. Identify, interpret and apply relevant legislation and use professional judgement to determine applications for approval or rejection.
- 2 Supervise and mentor staff in the delivery of services where applicable.
- 3 Implement and enforce legislation in accordance with Council and Building Control policy.
- 4 Implement statutory and informal consultations with external agencies and other Council services as required in accordance with standard procedures.
- 5 Utilising tools and equipment, inspect complex and major building sites, assess, record, report and certify building work for compliance with the Building Regulations and associated legislation. Provide pre-contravention advice, enforcement action including drafting formal notices and court attendance.
- 6 Oversee and undertake management information duties, use of Section IT systems, calculating and validating fees.
- 7 Process notices for demolition works under the Building Act 1984 and determine licence applications for skips, scaffolds and hoardings on the public highway under the Highways Act 1980. Carry out associated enforcement duties.
- 8 Oversee and undertake the investigation of buildings or structures reported as being dangerous and a risk to public safety.
- 9 Undertake inspections and audits in respect of designated grounds and regulated stands under the Safety at Sports Grounds Act 1975.
- 10 Provide advice on fire safety and structures associated with temporary structures.

- 11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 12 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.