

<b>Designation:</b>	<b>Principal Building Control Surveyor</b>
<b>Grade:</b>	<b>Stroud 7</b>
<b>Hours:</b>	<b>37</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To lead on Site Inspections and deputise for the Building Control Manager and to carry out duties as required under the Building Act, Building Regulations and associated legislation</b>
<b>Responsible to:</b>	<b>Building Control Manager</b>
<b>Responsible for:</b>	<b>Building Control Surveyors</b>

## KEY DUTIES

- To deputise for the Building Control Manager
- To provide leadership for the delivery of site inspections, ensuring service delivery and performance targets are achieved.
- To ensure that all site inspections are carried out effectively and efficiently
- Monitor customer feedback and action service improvement where necessary.
- To ensure that contraventions of the Building Regulations are reported and actioned.
- To ensure that procedures are in place to deal with dangerous structures and associated legislation.
- To ensure reports of dangerous structures including out of hours call-out, are investigated and to take appropriate action, together with the proper serving of notices under either the Building Act 1984 or The Highways Act 1980.
- The examination of deposited plans, the inspection of works on site and the enforcement of Building Regulations
- To investigate any reported alleged unauthorised work and instigate appropriate enforcement action
- Within office guidelines and policy to deal with applications for Regularisation Certificates and the issuing of a full range of completion certificates, including those allocated to others.
- To investigate reports of dangerous structures and to take appropriate action, together with the proper serving of notices under either the Building Act 1984 or The Highways Act 1980.

Work subject to deadlines involving changing problems, circumstances or demand.

## SKILLS AND KNOWLEDGE

- The post holder will hold a professional qualification in Building Control, such as a full member of the RICS, CABE or CIOB, and have significant knowledge of construction and regulations.
- To have an expert knowledge of the Building Regulations and associated legislation.
- To appear as the Council's expert witness in respect of Building Control related enforcement.

Ability to undertake work of a complex nature which requires detailed knowledge and skills in a diverse range of specialist disciplines.

## COMPLEXITY AND CREATIVITY

- The post holder is expected to interpret the building regulations and allied legislation in a pragmatic manner, finding solutions wherever possible.

Work requires a range of imaginative solutions or responses and involves the application of fresh and innovatory thinking.

## JUDGEMENT AND DECISIONS

Required to exercise discretion and judgement in a range of areas which lead to the setting of working standards and/or decisions leading to changes in important procedures or service practice.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of a range of complex and contentious matters requiring support, persuasion and sensitivity within the application of operational guidelines.

## RESOURCES

- Responsible for the proper use and safekeeping of safety gear and equipment.

## TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To respond to emergencies in relation to dangerous structures, you will be required to be on call on specified evenings and weekends in accordance with the rota drawn up for the service area.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- This post is politically restricted
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*