

Designation:	Building Control Technician
Grade:	Stroud 3
Hours:	37
Location:	Ebley Mill
Job Purpose:	To provide technical advice and support as required under the Building Act, Building Regulations and associated legislation.
Responsible to:	Building Control Manager
Responsible for:	No supervisory responsibilities

KEY DUTIES

- To communicate with customers to advise when building regulations approval will be required
- To respond to customers regarding exempt buildings and structures
- To validate building regulation applications within office guidelines and policy.
- To arrange and inspect replacement window applications
- To update the building control website in consultation with the Building Control Manager
- To research building products to assess compliance with building regulations and standards
- Shadowing building control surveyors both in the office and on site
- Supported by a member of the team and following suitable training:
 - The examination of deposited plans, the inspection of works on site in accordance with the Building Regulations
 - To investigate any reported alleged unauthorised work and instigate appropriate enforcement action
 - To deal with applications for Regularisation Certificates, within office guidelines and policy
- Undertake such other duties commensurate with the grade of post as may be properly assigned.

Work subject to interruption of the programme of tasks but not involving any significant change to the programme.

SKILLS AND KNOWLEDGE

- The post holder is likely to be working towards a construction related degree.
- Good general education or equivalent experience
- Good written and verbal communication skills
- Experience of working with the public

- IT Literate
- Ability to manage own time and workload

Ability to undertake work concerning more involved tasks confined to one function or area of activity, which requires a good standard of practical knowledge and skills in that area of activity.

COMPLEXITY AND CREATIVITY

- Responds to queries and complaints
- To interpret the Building Regulations and British Standards.

Work requires the exercise of creativity within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

Routine decisions on aspects of work with all other decisions being referred to Building Control Manager and/or Principal Building Control Surveyor

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 service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

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 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.
- 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.