



## Job Description

<b>Job Title:</b>	<b>Building Regulations Surveyor</b>
<b>Salary:</b>	<b>Up to £55,000</b> per annum (pro-rata for reduced hour contracts) depending on experience and subject to negotiation
<b>Responsible to:</b>	<b>CEO and Board of Directors</b>

### The main purpose of the Job

- Within a defined geographical area, to be responsible for the examination of all applications deposited under the Building Regulation legislation, including Full Plans, Building Notices and Initial Notices and the subsequent recommendations for approval or rejection.
- To inspect building work during the course of construction and to ensure compliance with the Building Regulations.
- To ensure that all the Company's performance targets relevant to application processing and inspection monitoring in relation to the defined geographical area are achieved.
- To investigate and deal with, as appropriate, reports of dangerous structures and any alleged Building Regulation contravention.
- To respond to demolition notices and to monitor such activities.
- To maintain close liaison with Sections and other Divisions within the Local Authority, particularly Development Control, and to report any discrepancy or deviation of building work, which affects their particular discipline.
- The Company as a whole operates as a team, and each Building Regulations Surveyor is expected to assist other Surveyors as workload dictates.
- To carry out such other duties, as may be necessary in connection with the efficient and effective operation of the Company.
- Promote the success of EBCS with consideration to its vision, mission and values

### Specific Duties and Responsibilities

#### a) Initial plan checking and reporting recommendations including liaison with sections in the Local Authority.

- Checks Full Plans Applications for conformity with Building Regulations and Approved Documents. List any amendments required and contact applicant by letter or such other means as appropriate to notify them of any modifications to plans or further information that is required.
- Recommend Full Plans Applications for approval or rejection within the statutory time limits.

- Consults with Officers from Sections or Divisions in the Local Authority when areas of work may affect their responsibility, e.g. Environmental Health.
- At an appropriate stage, prepare documents, and present to Fire Prevention Officer in accordance with an established consultation process.
- Deal with queries on Building Regulations matters, received from any source, including telephone, e-mail, and letter or at the reception desk.

## **b) Building Regulation Site Inspections**

To carry out:

- a) Statutory inspections during the course of building work, at stages required by the Building Regulations, to ensure compliance with all technical requirements.
- b) Random inspections as work proceeds and when time allows.

## **c) Other Site Inspections**

- Investigation of dangerous structures, unauthorised building works and possible contravention of regulations and associated legislation. Such investigations to include discussions on site with contractors, architects and members of the public.
- Investigation of demolition sites, and checking for compliance with regulations and public safety matters.
- Investigation of complaints from adjoining owners in respect of work being carried out.

## **ADMINISTRATION**

- Comprehensive records are to be kept of all building site inspections both in written form and on the Company's computer system.

## **DECISIONS MADE**

- Exercises sound professional judgement in recommending approval or rejection of Full Plans applications or Initial Notices and in the acceptance of Building Notices. This requires a detailed knowledge of current building practices and of the Building Regulations and all Approved Documents, including primary legislation that is contained in a number of Acts of Parliament.
- Following commencement of work, there are statutory notifiable inspection stages during the construction period. At each stage the post-holder must decide that the work conforms to the standards laid down in Building Regulations, Approved Documents and other relevant legislation, and must either approve or reject the work on behalf of the Company. In rejecting the work reasons must be given and an indication of what must be done to comply.
- The post-holder will be required to respond to reports of dangerous structures and to decide whether a building or other structure constitutes a dangerous structure. Recommendations and instructions are required to be given on what steps should be taken to remedy it, including immediate safety precautions.
- Decides on whether a contravention of Building Regulations exists, either during routine inspections or as a result of information received and takes appropriate and timely action.

## **SUPERVISION RECEIVED**

- Whilst working, the post-holder works without direct supervision on site, and when checking deposited plans or notices. The applications are to be passed eventually to the CEO or MD for recommendation.

- It must be appreciated that the number of Building Control applications and notices received governs workload and all decisions must be given within the appropriate time limit from receipt of the application or notice.
- It should be noted that the Company receives, on average, 1800 new cases per year, and the post-holder, having responsibility for a geographical area of the borough will be expected to effectively deal with all cases within that area.

## WORK COMPLEXITY

- Within a defined geographical area the post-holder is responsible for ensuring that every Building Control application submitted to the Company is scrutinised for compliance with statutory Building Regulations or other associated legislation. The Post-holder will be able to demonstrate a practical and professional interpretation of the Building Regulations to construction problems on site or obtain consultant advice if necessary. The Post-holder must be able to apply their skills in an effective manner in dealing with a very wide range of complex practical problems and issues, with the minimum of direct supervision.
- The Post-holder will discuss with contractor/owner, structural engineers, architects or others involved in the construction process, solutions to problems which arise during construction which, if unchecked, may lead to contravention of the Building Regulations or other associated legislation. Also discuss any alterations to submitted applications, which may be required in order to conform to other statutory requirements.
- The Post-holder will be required to visit reported dangerous structures and may, in certain cases, either demand immediate remedial action from the owner, or may seek to authorise remedial work by the Company's nominated contractor. The private contact details of the Post-holder will be included on a confidential list issued to the Local Authorities 'duty officer' to effect an out of hours call-out service, which is operated on an 'able to respond basis'.
- The Post-holder will be required to inspect demolition sites to ensure compliance with the requirements of the counter notice and any other environmental issues.
- The Company has a positive approach to improving the accessible environment for disabled people, and as opportunities arise, the post-holder will be expected to actively encourage the provision of improved levels of access and facilities for people with all types of disabilities.

## SPECIAL CONDITIONS

- The post-holder will frequently encounters adverse environmental conditions on demolition and building sites, together with hazards associated with checking work under construction and in examining dangerous buildings or structures.
- The post-holder will be expected at all times to support the Company's Business Development Plan, building the loyalty of existing Customers and seeking and exploiting new business opportunities.

## CONTACTS

- The post-holder may have regular contact with officers from Local Authorities, daily contacts with members of the public, building contractors, surveyors and architects to advise and discuss matters related to the Building Regulations and to agree solutions on behalf of the Company.
- Contact with Surrey Fire & Rescue Fire Prevention Officer on matters related to fire escapes, fire fighting appliances, and access to developments.  
Liaison with consultant structural engineers on those cases that require their services.

## **CREATIVE WORK**

- Interpretation of plans, drawings and site conditions, with the ability to apply that interpretation to the multiplicity of Regulations and Acts of Parliament that are related to the building control function.
- Originates correspondence to contractors, architects, and owners etc. to explain building control requirements, and alterations to plans or drawings that may be needed in order that they comply with relevant requirements.
- The Company has produced a Business Plan, which incorporates performance targets, which the post-holder will be expected to meet.
- The post-holder will be expected to satisfy the requirements of their professional bodies CPD programme and attendance at appropriate seminars and training sessions will be encouraged.

## **EDUCATION**

Must either be: -

- a) A fully qualified Member of Royal Institution of Chartered Surveyors or,
- b) A fully qualified Member of The Chartered Association of Building Engineers or,
- c) Possess a Degree in Building Control and be an Incorporated Member of one or both of the above Institute / Association and be actively pursuing member status.

## **EXPERIENCE**

The Post-holder must have experience actively performing the Building Control functions, two years of which must be post qualification.

## **OTHER FACTORS:**

Recent legislation changes now require the post-holder to make personal judgements when giving decisions on behalf of the Company which would have wide ranging implications for that Company.

No job description can cover every issue which may arise within the post at various times and the Post-holder is expected to carry out other duties from time to time, as required by the CEO and MD, that are broadly consistent with those in this job description.

## **Standards of conduct**

The Company expects the highest standards of conduct from its employees and at all times the post-holder must carry out their duties with integrity and in accordance with the Code of Conduct for employees.

## **Equal Opportunities**

The Company has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its aims and objectives in their own work.

## **Health and Safety**

The Company is committed to a healthy and safe working environment and expects all its employees to implement and promote its aims and objectives in all aspects of their work.

## **Appraisal and Staff Development**

The Company expects all staff to participate in its processes for appraisal and staff development. The Board will carry out an appraisal of all staff annually with a view to setting salaries and benefits for the following year.

## Confidentiality

The Company is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

## Building Regulation Surveyor Person Specification

**Please read the details on this form carefully before you complete your Application Form.**

**This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Our Company is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post. These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken. You should also include anything else relevant to the job which you think we should know about.

<p><b>Job Title: Building Control Surveyor</b></p> <p><b>Salary: Up £55.000* pa Plus Bonus/Profit sharing**</b></p> <p><b>Car Allowance- £2000 p/a + 45p/mile</b></p> <p><b>Salaries and lump sum car allowance will be paid pro-rata for reduced hour contracts.</b></p>	<p><b>Hours: 36 per week (Flexible working hours) or reduced hours as agreed.</b></p>
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The salary review date is 1st April each year.

\*Subject to experience and negotiation

\*\*Subject to qualifying criteria

	Key job requirements based on the Job Description	Essential/ Desirable	To be tested by: (√) as appropriate		
			App Form	Test	Int' view
	<u>Qualifications and Education</u>				
1.	Full Member of Royal Institution of Chartered Surveyors, or	D	√		
2.	Full Member of Chartered Association of Building Engineers, or	D	√		
3.	Incorporated Member of either 1 or 2, plus a Degree in Building Control, or	D	√		
4.	Studying towards attaining either 1 or 2 by a recognised course	D	√		
	<u>Experience</u>				
5.	Actively or has been performing Building Control Functions.	E	√		
	<u>Knowledge/Skills/Abilities</u>				
6.	In depth knowledge of Building Regulations and Approved Documents	E	√		√
7.	In depth knowledge of associated Building Control Legislation	E	√		√
8.	Good communication skills, both orally and in writing	E	√		√
9.	Ability to prioritise and work with minimum of supervision	E	√		√
10.	Computer literate and able to work with a computerised Building Control record system	E	√		√
	<u>Special Requirements</u>				
11.	Possession of current driving licence and access to a vehicle	E	√		√
12.	A commitment to provide a high quality service to customers	E	√		√
13.	Ability to participate fully in a team environment	E	√		√
14.	A flexible and innovative approach to work	E	√		√
15.	Ability to demonstrate a commitment to successful business development	D	√		√
16.	Can show commitment to developing a successful team environment.	E	√		√
17.	You are eligible to work in the UK	E	√		√