JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Building Standards Surveyor	Post Ref.:	
Section:	Building Standards	Grade:	9-10
Responsible to:	Team Leader - Building Standards		
Responsible for:	Team's professional and technical staff		

JOB PURPOSE

To assist the Team Leader (Building Standards) in carrying out the City Council's Statutory function as a Building Standards authority.

PRINCIPAL WORKING CONTACTS

The Team Leader (Building Standards) as immediate supervisor

Senior Building Standards Surveyor

Other staff of the Department/Council/outside bodies, agencies, developers, members of the public regarding the exchange of information and the duties of the post.

MAIN DUTIES

Assist in the provision of best value to all of the stakeholders in Building Standards.

Deputise for Senior Building Standards Surveyor as directed.

Assist as required with inspections and preparation of reports which may be necessary under the Building (Scotland) Act Sections 29/30 Dangerous Buildings and Section 28 Defective Buildings. Provide an out of hours call out service to attend to these matters on a rota basis.

Assist as required in the application of the Council's duties to ensure buildings comply with the Building Standards under Section 27 to have building works removed or altered to conform with the standards).

Carry out inspections of buildings as required and prepare a qualified statement (letters of comfort) confirming, as appropriate, that no enforcement action is intended under the Building (Scotland) Act 2003, or advise further action which may be necessary.

Assist as required with inspections and reports to ensure that Houses of Multiple Occupation achieve an acceptable standard as required by the Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Amendment Order 2003.Provide input to other departments in relation to work in houses in multiple occupation under The Housing (Scotland) Act 2006.

Prepare, process and determine building warrant applications and the acceptance or rejection of completion certificates. Maintain accurate records of all matters relating to the building process from commencement to completion. Ensure that appropriate procedures are followed relating to refusal of applications and expiry of approved warrants.

Identify areas where there is a lack of guidance and/or areas of conflicting interest and report thereon to the Senior Surveyor.

Ensure that the duties of the post are carried out in accordance with laid down financial and administrative controls.

Provide management with information in respect of the duties of the post.

Contribute to the corporate working of the Council through participation in interdepartmental working groups as required.

Contribute to the maintenance and development of appropriate electronic and other information systems to facilitate the work of the Team.

Guide and advise applicants and intending applicants and their agents in order to ensure compliance with the building regulations.

Contribute to the preparation of advice to the Council in the determination of an alternative route to Guidance clauses.

Contribute to all necessary inspections and preparation of reports as they relate to the Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982, and Safety of Sports Grounds Act 1975.

Investigate and report on alleged unauthorised works and carry out any other building inspections which may be necessary under the Buildings (Scotland) Act and instigate enforcement action if necessary.

Input to the general work of the City Development Department and the Planning Division as required.

Promote through the Council, external agencies, and the general public information relating to the role of the Building Standards Service.

Undertake training, including CPD, as required and ensure the preparation, monitoring and review, as appropriate, of your personal development plan (incorporating training and career development programmes) in discussion with the Team Leader.

Contribute to the efficient delivery of the Building Standards Service including own caseload.

Have an awareness of the ever changing environment within which we operate, and be responsive to change and show adaptability to new regimes and expectations added to our remit. The post holder will be expected to become active in promoting the role of Building Standards, both within the Council and outside in the wider community, through membership of LABSS and similar professional groups and by liaison with other verifiers.

Promote all Council initiatives and schemes relating to the workings of the Council and in furtherance of the objectives of the Council.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Building Standards Surveyor

DEPARTMENT/SECTION: Planning & Economic Development, City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Corporate Membership of RICS, MCABE, MCIOB, or equivalent level of demonstrable competence gained through experience. HNC or equivalent in relevant subject area.	Appropriate construction related degree	Presentation of certificates and interview.
RELEVANT WORK/OTHER EXPERIENCE	Experience in all aspects of the Building Standards role, including associated works covered under the Licensing Scotland Act and Civic Scotland Government Act; Sound knowledge of the Building Scotland Act and associated statutory instruments. Knowledge and understanding of future challenges to local authority building standards.	Experience in the building industry. Experience of working with other professionals.	Application, interview & references.
PARTICULAR SKILLS/ABILITIES	Ability to communicate verbally and in writing; Ability to prioritise workloads, meeting challenges & deadlines; Committed to a high standard of customer care; Methodical approach to problem solving; Good IT skills - word processing, database and spreadsheets; Sound organisational skills.	Presentation skills.	Application, interview & references.

PERSONAL QUALITIES	Ability to be flexible and adaptable to change; Committed to honesty, integrity and confidentiality; Ability to work using own initiative & with limited supervision. Ability to work effectively as part of a team.		Application, interview & references.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Commitment to further personal development and training; Occasional requirement to attend evening meetings; Driving licence (Level 3).		Application, interview & references.