FALKIRK COUNCIL

JOB DESCRIPTION

SECTION A JOB DEFINITION

Job Title: Building Standards Surveyor

Service: Place Services

Section: Building Standards Unit

Location: Falkirk Stadium

Grade: J

Responsible to: Senior Planning Manager

SECTION B: ORGANISATIONAL RELATIONSHIP

The job holder will be one of a team of surveyors in the North or South section of the Building Standards Unit. They will, on occasion, require to assist both teams to meet business needs.

SECTION C: JOB PURPOSE

To discharge the full range of statutory and non-statutory building standards services and provide an advisory service across the full range of construction projects working in teams in compliance with procedural regulations and service delivery targets.

SECTION D: KEY RESPONSIBILITIES

1. Provide clear advice and support in relation to all building standards activities to improve the quality of the built environment, in a professional manner likely to promote trust and goodwill, ensuring that the service provided is prompt and meets the standards required by the Building Standards Coordinators and Senior Planning Manager.
2. To assist and provide technical support in relation to the Council's statutory responsibilities with regard to the Building (Scotland) Act 2003 and associated legislation. Process applications for building warrant ensuring they comply in the first instance with the technical requirements and the procedure regulations.
3. Ensure that fees submitted are in line with the financial value of the project in order that the Council's income is maximised. Where necessary negotiate further fee increases.
4. Undertake site inspections to check for compliance or completion and provide advice and/or negotiate alternatives as required.

5. Work closely with other Council Services and external bodies to discharge the Council's obligation as the licensing authority through negotiation, discussing alternative solutions and giving advice and guidance where appropriate.

6. Ensure accurate records are maintained and are readily available for future retrieval. Confirm and undertake any searches for information on property records requested by customers and set appropriate fees.

7. Inspect and process requests for assistance to improve the access and facilities for people disadvantaged by their immediate surroundings in accordance with relevant legislation. Attend associated meetings with other Council Services.

8. Carry out other field and project work as required in support of the Service as delegated. Ensure that such work is carried out to standards promoted by the Building Standards Coordinators and Senior Planning Manager as prescribed in current legislation, relevant codes of practice, Council guidelines and procedures.

9. With the Building Standards Coordinators, participate in a 24-hour emergency response service for matters relating to dangerous buildings or places complying with the Building (Scotland) Act, 2003 and the Council's Emergency Response Plan.

10. To assist the Building Standards service in fulfilling the requirements of the Scottish Government's Performance and Operating Frameworks for Building Standards Verifiers.

SECTION E : ACCOUNTABILITY

The Building Standards Surveyors may require to deputise for the Building Standards Coordinators in their absence. The work undertaken by Building Standards Surveyors impacts directly and consistently on the community and businesses. The post holder will be required to make decisions in accordance with procedural regulations on complex matters and larger more demanding projects, in consultation with the Building Standards Coordinators, without direct reference to the Senior Planning Manager. The post holder is accountable as first point of contact with the public or commerce under the various statutory and non-statutory regulations. The duties carried out involve independent decision making to a level consistent with the ability to frequently plan and progress a series of non-routine jobs without supervision. The consequence of an error could be fatal exposing the authority to a public enquiry. This could cause significant disruption and cost to the Council in defending any liability claim made against them.

SECTION F: KNOWLEDGE, SKILLS AND EXPERIENCE

Education

The jobholder will possess a Degree in Building Control or a construction related discipline or hold full Chartered Membership of a construction related professional institute such as MRICS, MCABE, MCIOB, MBENG or equivalent. They will also demonstrate extensive knowledge and experience of the key legal aspects covering building standards issues, relevant codes of practice and the professional code of conduct.

Skills

The job will require a range of personal qualities, which include: -

Interpersonal skills such as, negotiation, arbitration and consultation skills.

Intellectual qualities such as judgement, decision-making, problem-solving and analytical reasoning.

Skills required to influence clients in relation to technical issues.

The ability to prepare accurate reports and assessments is essential given the unique nature of each development and that such reports would form part of any evidence in liability claims made at some future date against the Council.

Computer and I.T. skills essential.

Experience

The knowledge requirements of the job will ideally be supported by demonstrable experience in the key task areas and evidence of continued professional development.

SECTION G: DEMANDS

A range of routine work is carried out, although this is impacted on by the requirement to complete larger or more complex projects or other unplanned demand. The job occupant requires an aptitude to interpret and assess information required to provide the full range of building standards advice and support in accordance with current practice. The jobholder must also be able to work to deadlines and determine out of the ordinary problems within a team framework for resolution by the Building Standards Coordinators. The jobholder is required to exercise negotiation skills and sound financial judgement in giving advice and guidance.

SECTION H: COMMUNICATIONS AND CONTACTS

Requires the ability to communicate effectively, give advice and instruction, and negotiate action plans and time scales for compliance with Architects, Engineers or Agents acting on behalf of the applicants making warrant submission.

Internal

Will have regular contact with the Building Standards Coordinators to keep them informed of incidents and to discuss work. Regular contact with colleagues to discuss work issues. Regular contact with the administrative staff to distribute work matters. Occasional contact with Senior Management and on occasion with Elected Members to give and receive information. Contact with Officers in other Divisions or Services is of varying frequency and largely reactive.

External

There is daily contact with the public and businesses to give advice, guidance and instruction. There is regular contact with other Agencies to give and receive information and to give guidance. There is regular attendance at technical and professional forums to exchange information.

SECTION I: ENVIRONMENT

The provision of Building Standards Services is a high-profile matter and is likely to attract public scrutiny at all times. The Service will therefore require to be flexible, innovative and reactive to public demands and pressures. The provision of this Service can affect the public's confidence in the provision of Council Services. In carrying out the duties of the post the job occupant is involved in situations, which may lead to exposure to work on or within hazardous businesses or sites, or involving hazardous practices. Guidance on working in such environments will be provided in accordance with the Council's Risk Assessment procedures.

SECTION J: APPROVAL

Approved by: .....

Richard Broadley

Senior Planning Manager

Approval date: .....

Agreed by Job Holder: .....

Building Standards Surveyor

Date: .....