

JOB DESCRIPTION (MFC)

Department: Customer Services	Name:	Post No:
Division: Strategic Housing and Regulatory Services	Designation: Building Control Surveyor	Grade: PO1
Section: Building Control - BRS	Reports to:	Post No:
	Designation: Team Leader – Full Plans Team	Grade:

MAIN PURPOSE OF THE JOB

To ensure that all building work within the Borough is carried out in compliance with statutory and legal requirements.

To provide a comprehensive service of advice and professional / managerial support on all matters in respect of the service. Negotiate acceptable solutions with clients and building developers.

To act for the Council / Committee under delegated powers and ensure that the relevant statutory and legal responsibilities and policies are implemented.

Train and develop staff within the Division.

PERSONAL DUTIES

1. Receive applications and associated plans for consideration under the Building Acts, Building Regulations, London Building Acts or other relevant legislation. Check Fire Precautionary Arrangements and other constructional details for compliance with all relevant legislation.
2. Give professional advice to applicants both before and after formal submission to obtain amendment to plans where necessary or point out where detail is lacking. Generally give guidance on good building construction and best practice.
3. Consider applications for Building Regulation relaxations. Examine plans not in compliance with Approved Documents and assess their viability. Report with recommendation to senior officer in more complex cases.
4. Survey buildings and structures during construction to observe compliance with the Building Acts and Building Regulations. Such inspections to also cover Means of Escape in case of fire, conditions made for special or temporary buildings and conditions made in giving waivers or relaxations. Report on compliance with Building Acts at completion together with any requirements made by Planning Officers.
5. Write letters, memoranda and reports concerned with projects under Building Control authority. Maintain site diary recording all relevant information relating to Building Control matters.

6. Attend Court to give evidence in respect of any legal action initiated by the Council or to defend any proceedings brought against the Authority. Draft all necessary documents as specified by senior officers or Council's legal advisors.
7. Be aware of (and comply with) Health and Safety legislation particularly as applied to hazardous areas of own work. Liaise with the Council's Health and Safety Advisors.
8. Increase Building Control income by carrying out the checking of plans for Partnership companies on projects outside Lewisham.
9. To participate in the Marketing Team by making observations on Planning Applications and using the opportunity to make early contact with Architects and Developers to advise them of the services provided by Lewisham Building Control compared with private Approved Inspectors and encourage them to become Partners with Lewisham Building Control.
10. Represent the Council in Committee and Sub-Committee of the London District Surveyors Association in respect of safety of sports grounds and mechanical and electrical services.
11. Assist in carrying out the Council's Environmental Policy within the day-to-day activities of the post.
12. Carry out responsibilities of the post with due regard to the Council's Equal Opportunities Policy.
13. To consider applications for Safety Certificates and advise the Council's Environmental Health Officers as to whether they should be granted. Specify conditions to be attached when appropriate.

Contacts

Council Members, staff at all levels with Customer Services and other Directorates, officers within other local authorities, construction professionals, voluntary organisations, members of the public, Members of Parliament and Central Government officers.

Flexibility

The overriding need is to provide an effective and economic organisation that is responsive to the Council's and customers' needs at all times. The postholder will be expected to take a flexible approach to all duties and to assist in covering all aspects of work throughout the service as required in order to achieve maximum performance.

Grade and number of immediate subordinate (s)		Total number of employees in section/division/department supervised by job holder
Signature of Post Holder	Signature of Line Manager	Signature by/on behalf of Chief Officer Date:

PERSON SPECIFICATION

Job Title : Building Control Surveyor

Grade: PO1

Department : Customer Services – Business Regulatory Services -Building Control

Notice for candidate:

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form.

Note for the Manager

You do not have to use all of the categories, they are included to provide guidance to you. However, it should be noted that under normal circumstances, it is usually only knowledge, experience and an awareness of Equal Opportunities issues that can be measured from the Application Form.

Category	Essential Requirement	S/T
1. Equal Opportunities	Ability to reflect equality of opportunity within the delivery of services to clients	S
	Commitment to implement the Council's Equal Opportunities Policies	S
2. Knowledge	Knowledge of : Building Design	S
	Building Acts & associated legislation	S
	Use of I.T. systems	S
	Self management techniques	S
3. Skills	Good organisational skills	S
	Good interpersonal skills	S
	Able to fully check submitted designs at the highest level of complexity	S
4. Aptitude	To take a proactive role in changing and developing existing methods of working	
	To work on own initiative with minimum of supervision	
5. Experience	Experience of : Prioritising and organising conflicting workloads	S
	Working within a Building Control or Building Control related environment	S

	Supervising staff	S
	The construction (in either a design or supervision capacity) of large scale building projects.	S
6. General Education	<p>Literate : To deal with correspondence and reports</p> <p>Numerate : To deal with appropriate technical matters</p>	
7. Personal Qualities	<p>Professional personal presentation</p> <p>Ability to remain calm and composed in stressful situations</p> <p>Commitment to working as part of a team.</p>	
8. Circumstances	Available to play the required role in the Council's Dangerous Structure Service.	
9. Physical	<p>Good general health. Able to attend meetings / site visits in locations both inside and outside the borough.</p> <p>Able to use computer, telephone and read correspondence.</p> <p>If you are a disabled person, but are unable to meet some of the job requirements specifically because of you disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will; explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.</p>	