

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

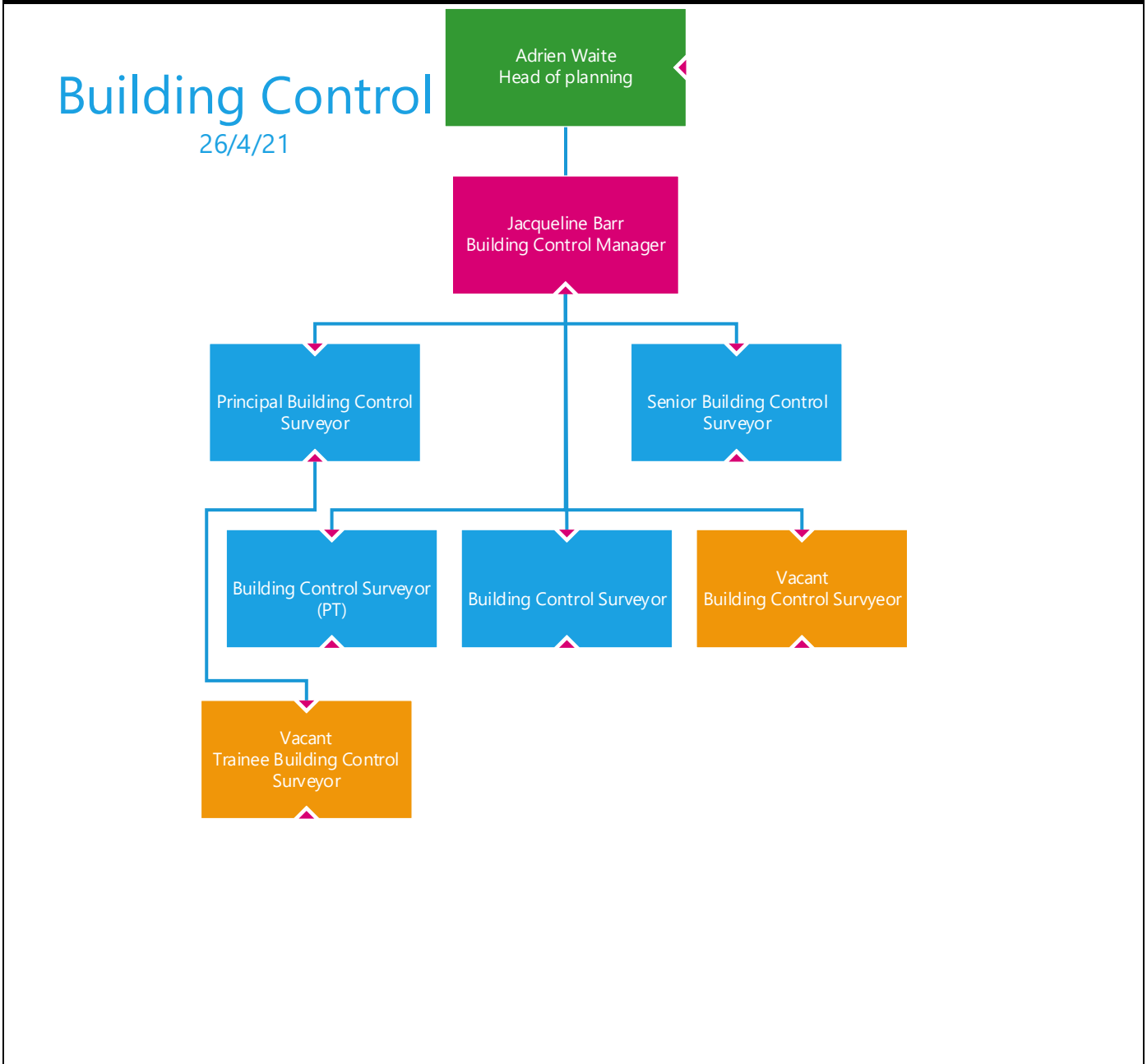
## Job Accountabilities

<b>Job Title:</b> Building Control Surveyor	<b>Job number:</b> WM0514
<b>Service Area :</b> Place Directorate	<b>Team:</b> Building Control

### JOB PURPOSE

To be responsible for processing applications under the Building Regulations and inspecting construction works on site

### POSITION WITHIN SERVICE STRUCTURE



## **JOB ACCOUNTABILITIES**

### **Service delivery accountabilities**

- Checking plans within the Borough for compliance with the Building Regulations and allied legislation within the statutory period, including liaison with other departments.
- Carrying out regular site visits to works under construction within the borough. Carrying out site inspections subject to a statutory notice within the prescribed period.
- Communicating accurately and efficiently with Councillors, members of the public, agents, builders and developers on matters relating to the Building Regulations.
- Maintaining comprehensive records of site visits in a clear and intelligible manner.
- Dealing effectively and efficiently with contraventions of the Building Regulations and allied legislation.
- Checking structural calculations of a minor nature.
- Inspection of dangerous structures and taking the appropriate action as required by the Building Act 1984.
- Keeping up to date with new legislation.
- Registration and checking of fees for applications deposited under the Building Regulations when required.
- Any other duties assigned by the Building Control Manager commensurate with the grade.

### **Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include:**

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	Degree or HNC in construction or equivalent	Full member of a relevant institute, such as Royal Institute of Chartered Surveyors, Chartered Association of Building Engineers	Application form and supporting documentation
Job Competence summary (knowledge, skills, abilities, experience)	<p>Demonstrate previous experience in a local authority Building Control section.</p> <p>Computer skills</p> <p>Good presentation and communication skills.</p> <p>Works well as part of a team.</p> <p>Works well under pressure.</p> <p>Confident and practical and output orientated.</p> <p>Commitment to customer care.</p>	<p>Good knowledge of fire safety and means of escape</p> <p>Knowledge of IDOX Uniform software package.</p>	<p>Application form and Interview question</p> <p>Application form and interview questions</p> <p>Application form and interview questions</p> <p>Application form and interview questions</p> <p>Application form and interview questions</p> <p>Application form and interview questions</p> <p>Application form and interview questions</p>
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	<p>Clean driving licence</p> <p>Able to work occasional unsocial hours.</p>		<p>Application and supporting documentation</p> <p>Interview</p>
Politically restricted post			
No			
This post has been identified as customer facing in accordance with Part 7 of the	The ability to converse at ease with the public, answer questions and provide		The competent answering of interview questions in English.

<p>Immigration Act 2016 and therefore the council's English language fluency standard applies.</p>	<p>advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>		
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