



JOB DESCRIPTION

DIRECTORATE: Economic Regeneration, Growth & Environment

SERVICE: Building Control

POST DETAILS

Job Title: Building Control Officer

Grade: Grade 7 (£32,076 - £ 35,745)
Grade 8 (£36,648 - £ 40,221)
Grade 9 (£41,418 - £ 45,441)

Location of Work: No1 Time Square

Accountable to: Building Control Manager

Immediately Responsible To: Principal Building Control Officers.

Directly Responsible For: N/A.

Hours of Duty: 37 hours per week Monday to Friday
(Flexitime scheme in operation)

Primary Purpose and Scope of the Job:

To ensure that all building works are carried out in accordance with Building Regulations, and associated legislation, ensuring that public and private buildings are in the condition required by legislation to protect the health, safety & welfare of the public in and around buildings.

KEY TASKS AND ACCOUNTABILITIES

Duties/Responsibilities:

1. To execute inspection of building work in progress to secure compliance with legislation and other requirements in addition manage your site inspection case load carrying out visits within the target periods.
2. To execute plan checking for Building Regulations and associated legislation purposes and manage your plan checking case load to

decide all applications within the targets

3. To carry out structural surveys on buildings for which applications have been received.
4. Where necessary, assist other Local Authority staff with their duties outside normal office hours. Including deputising for Principal Building Control Officers in resolving issues in connection with dangerous structures.
5. To advise architects, builders and the public on the requirements of the Building Regulations and other legislation relating to the work of the section.
6. The keeping of proper records of all inspections and other building control activities.
7. Supervise and support the Trainee BCO's including the delegation of suitable plan checking and site inspection duties.
8. To gain a thorough knowledge of the Sections computer packages (currently Swift/Agile applications, but subject to change) through training and familiarity, inputting data and obtaining information and liaising with other users in the Department and maintain and update computerised records in respect of all inspections carried out relating to building regulations.
9. Utilising the current IT system help to develop performance reports for management purposes, and act as assist BC technical support team to process applications effectively.
10. Make necessary recommendations and issue completion certificates as appropriate.
11. Investigate complaints from members of the public, elected members and other members of staff relating to building regulations. All transactions will be carried out in line with the Authority's Customer Care policy.
12. Respond to emergency situations relating to dangerous structures, make safe through the removal of dangerous conditions, and serve relevant legal notices. Responsibility for the monitoring of the condition of dangerous buildings.
13. As directed by Building Control Manager or PBCO's serve legal and enforcement notices as necessary (under powers contained in section 77/78 of the Building Act 1984). Arrange for files of evidence to be deposited with the council solicitors. Attend the magistrate's court as the council's expert witness in associated enforcement cases.

14. Check the siting of buildings as requested by the Development Control Section.
15. Provide out of hours advice on Building Control and related matters to internal and external customers / agencies. (This may form part of a rota for out of hours cover where the Councils normal call out payments will apply).
16. Investigate complaints regarding non-compliance with Building Regulations; enforce compliance by the provision of advice, through negotiation or as a last resort by enforcement action in accordance with the BC enforcement policy.
17. As a building surveyor follow the RICS/Cabe approved structured training plan
18. (Building Control pathway) maintain your CPD record.

At Grade 9 the jobholder will be expected to:

19. Deputise for Principal Building Control Officers in his/her absence.
20. To carry out a base workload of major projects in conjunction with the PBCO & BC Manager relating to :-
 - a. The Building Regulations, Building Act and allied legislation
 - b. The Building Prescribed fees regulations
 - c. The control of works of demolition
 - d. Dangerous and /or insecure buildings.
21. To prepare correspondence and documentation on the above activities and disseminate information to other members of the wider service to facilitate response to changes in legislation.
22. To assist in the promotion and marketing of the Councils Building Control Service, to prospective clients and establish new partnerships to increase revenue income.

Safeguarding:

As an employee of Warrington Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

Warrington Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety:

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Health and Wellbeing:

As an employee of Warrington Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: Andrew Logan

Prepared/revised by: 03.09.2024