

Post title	BUILDING STANDARDS SURVEYOR - Job Description
Directorate	PLACE
Service	PLACE DEVELOPMENT/PLANNING AND TRANSPORT/BUILDING SERVICES
Responsible to	TEAM MANAGER BUILDING STANDARDS
Number of post holders	22
Acting up/ secondment	NO

Purpose of Job

To carry out the full range of duties required by the Building (Scotland) Act in relation to the technical assessment of Building Warrant applications.

To provide technical advice to the Licensing Board in relation to applications for premises licences. To provide advice on all aspects of building work in accordance with relevant legislation and Departmental procedures.

The what - major tasks/job activities

- Process all aspects of Building Warrant applications, Certificates of Completion, Relaxation and Determination Applications, Temporary Occupation Certificate Applications, Licensing Applications, and applications for Type Approval Certificates etc in accordance with the relevant legislation and Departmental procedures.
- Assist in developing and processing reports for Departmental Management, Council Committees, and other bodies.
- Inspect the site or building referred to in applications, to gain a clear understanding of the proposed work and to determine the level of protective works necessary to ensure the safety of the public.
- Inspect premises or sites to ensure compliance with relevant legislation.
- Testing of systems/materials to ensure conformity with the relevant legislation (Acoustic tests, smoke pressurisation/venting, emergency lighting, drainage pressure tests etc)
- Provide advice to members of the public and other Council staff, on construction details, alteration of design layouts, adjusting of plans, relaxation, and determination applications etc.
- Liaise with other Council functions and other statutory bodies.

The how - knowledge and skills (e.g. creativity & innovation, contacts and relation-ships, decision-making)

- Educated to degree level, or equivalent, with associate membership of an appropriate professional body in a relevant discipline, or possess knowledge and skills in Building Standards to enable the delivery of the operational services and projects required by the post.
- Detailed knowledge and skill in all aspects of the Building (Scotland) Act and associated legislation.
- Highly developed numeracy and IT skills and communication skills, including the ability to write technical reports whilst ensuring health and safety compliance.

- Report the findings of investigations and lead discussions on the consequences which can be complex and sometimes contentious whilst providing creative and alternative solutions.
- Decide the action required on Building Warrant applications and certification of completed work.
- Acting on behalf of the service as advisor to the Licensing Board as decided by the Team Manager.
- Assess the degree of compliance with approved plans while inspecting constructed or partly constructed work and decide the action required to remedy any non-compliant work.
- Assist with the preparation of guidance notes and departmental procedures to ensure consistency with the Building (Scotland) Act. and Health and Safety legislation.
- Verify major projects, as directed by the Team Manager assessing elements of a highly complex nature, and make decisions on their compliance.
- Progress programmes of work to deadlines that are subject to continual change working to set targets and ensuring key performance indicators are met whilst balancing conflicting priorities.
- Liaise with line managers in relation to any problems operational and/or technical.

Environment (work demands, physical demands, working conditions, work context)

- The work involves normal office duties (60%) and some inspection work on construction sites (40%) including walking, or standing for periods of time. Site activities involve working at heights and inspecting confined spaces there will also be exposure to moderate inclement weather and heat.
- The duties of the post mean that hazardous materials and potentially dangerous constructions are encountered when investigating building defects or visiting construction sites.

o moderate inclement weather and heat. (10%) o the work will involve access through confined spaces. (10%) o inspection and testing of live foul drainage systems. (20%) o wearing PPE (50%) o inspecting confined spaces e.g. attic areas and excavations (10%).

Supervision and management of people (numbers and type of employees)

No direct responsibility for supervising staff.

Resources

- Responsibility for ensuring the safe use of vehicles leased or owned by the Council.
- Responsibility for the security and safe use of office equipment and basic survey equipment.
- Maintain Building Standards data base and file management systems.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems, and procedures;

- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).