

Post title	ASSISTANT BUILDING STANDARDS SURVEYOR
Directorate	PLACE
Service	PLACE DEVELOPMENT/TRANSPORT AND PLANNING/ PLANNING AND BUILDING STANDARDS
Responsible to	TEAM MANAGER BUILDING STANDARDS
Number of post holders	3
Acting up/ secondment	NO

Purpose of Job

To carry out a range of duties required by the Building (Scotland) Act, supporting senior team members in their assessment of Building Warrant applications. To provide advice on aspects of all building work in accordance with relevant legislation and Departmental procedures increasing in complexity under supervision.

The what - major tasks/job activities

- Process aspects of Building Warrant applications in accordance with the relevant legislation and Departmental procedures.
- Assist in developing and processing reports for Departmental Management, Council Committees, and other bodies.
- Complete site inspections and determine the level of work required whilst ensuring compliance with relevant legislation.
- Provide advice to members of the public and Council staff, on construction, alteration of designs, adjusting plans, and determination applications etc.
- Liaise with other Council functions and external agencies and statutory bodies.
- Assist in developing and processing reports for Departmental Management, Council Committees, and other external and statutory 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.
- Carry out, or witness as appropriate, testing of systems/materials to ensure conformity with the relevant legislation.
- Liaise with other Council functions and external agencies and statutory bodies.

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

- Under the direction of the Team Manager, prepare technical reports ensuring compliance with statutory requirements.
- Interpret problems in a flexible manner to suggest creative solutions within recognised procedures.
- Interpret building related information for straightforward projects from paper and electronic technical drawings.
- Communicate and work with Building Standards Surveyors, other professional staff, members of the public and other statutory and bodies.
- Assist in the reporting of investigation of building defects to construction, building design professionals and the public.

- The range of duties required by the post requires the post holder to possess an HND/SVQ4 in a building related subject, or an equivalent qualification, or knowledge and skills in Building Standards to the extent that they can deliver the operational services and projects within Building Standards.
- Have good numeracy, IT and communication skills and can write technical reports and letters
- Decision making in respect of all aspects of building work including advising on alternative solutions.
- Assist in the reporting of investigations into all aspects of building work.
- Expected to manage own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators and to liaise with line managers if any difficulties arise with timescales or operational and technical duties.
- Assist in the verification of major projects as directed by the Team Manager.
- Hold an HNC/SVQ4 in a building related qualification or equivalent experience in the building industry.

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

- Expected to manage own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators and to liaise with line managers if any difficulties arise with timescales or operational and technical duties.
- 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.
 - moderate inclement weather and heat. (10%)
 - the work will involve access through confined spaces. (10%)
 - inspection and testing of live foul drainage systems. (20%)
 - wearing PPE (50%)
 - 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 the security of Council vehicles, specialist equipment and information 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.

Lines 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](#).