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| Post title | SENIOR STRUCTURAL ENGINEER |
| Division / Section | PLANNING AND TRANSPORT / Planning and Building Standards |
| Department | PLACE |
| Responsible To | TEAM MANAGER – BUILDING STANDARDS |
| Number of post holders | 1 |
| Acting up/ Secondment | N/A |

Purpose of Job

To provide a structural engineering statutory service to Building Standards to ensure that building warrant applications for complex projects fully comply with the buildings regulations pertaining to structure and contaminated land.

To ensure that the Council can take effective and informed action when required to discharge its statutory duty to investigate and remove the dangers posed by the structural instability of buildings. (5%)

To provide a structural/civil engineering design and/or advisory service to the Department, the Council, and other local authorities when required.

MAJOR TASKS/JOB ACTIVITIES

Process and check structural aspects of Building Warrant applications, Certificates of Completions, Relaxation Applications, Licensing Applications etc for complex projects in accordance with the relevant legislation and Departmental procedures.

Investigate reports of dangerous and structurally defective buildings and take the necessary action to ensure the safety of the public

Provide a structural/civil engineering design and/or advisory service to the Department, the Council, and other local authorities when required.

Provide structural advice on temporary structures.

Advise on matters relating to contaminated land and landfill sites

Provide advice to members of the public or their representatives, and other Council staff, on construction details, alteration of design layouts, adjustments to warrant plans, relaxation applications etc.

Supervision and Management of People (Numbers and type of staff)

The post does not carry any line management responsibility.

However the post is required to check the work of the Structural Engineer on a regular basis.

In addition, the post will need to co-ordinate or direct the work of other council staff or external contractors when attending major incidents or investigating defective and dangerous buildings.

Creativity and Innovation

Lead in providing detailed advice on Building Standards matters, as laid down in Departmental procedures and relevant legislation. This responsibility involves interpreting complex guidance and applying it to provide effective solutions.

Lead in undertaking structural design work, and devise cost effective solutions to engineering problems.

Lead in the preparation of reports, deriving conclusions, making recommendations and offering effective/novel solutions based on the interpretation of factual and often complex information.

Contacts and Relationships

Lead in communications with elected members, council staff, members of the public, architects, engineers, contractors, solicitors and event organisers up to Director/Partner level on matters relating to structural engineering.

Meet interested parties to discuss the resolution of structural issues affecting the progress of building warrant applications and unauthorised works

Lead in reporting the findings of structural investigations requested by Council employees and participate in the resulting discussions about the consequences of the findings. The advice will often have an adverse impact on the service of the group commissioning the report and in this circumstance the post holder will need to be sensitive and on occasions forceful in communicating the risks that might be involved in disregarding any advice given.

During incidents involving dangerous buildings, lead on liaison with the emergency services to ensure that any dangers posed to the public by structural instability are mitigated or removed. In dealing with dangerous buildings and interacting with the emergency services and forensic teams, the range of problems encountered is often complex and demanding.

Decisions (Discretion)

Decide the action required when processing complex building warrant applications and inspecting work on site to ensure structural compliance with the relevant legislation and Departmental procedures. In particular the post holder will check drawings and calculations in order to decide whether compliance has been achieved. Prepare reports on applications for building warrants.

Advise the Structural Engineer as required on complex or challenging issues arising from their own cases.

Lead in attending dangerous building incidents, decide the extent to which the building is dangerous and the actions necessary to ensure that any danger to the public is removed. This includes advising on an exclusion zone if there is an immediate danger. While the post holder will be able to refer unusual problems to a suitably qualified line manager, or, with the approval of a team manager, to an external consultant, the post holder will generally decide the level of action appropriate to the conditions encountered.

When preparing structural designs, decide the form of the structure and the materials and size of its structural members by performing structural calculations.

In performing the above duties, the post holder will normally work on their own initiative.

Decisions (Consequences)

The decisions taken ensure that structural aspects of the building regulations are complied with. The decisions therefore have a high impact on the public at large in terms of the structural safety of buildings. Correct decision making is essential in order to preserve the credibility and reputation of the Building Standards service and the safety of the public.

Decisions regarding dangerous buildings can have a significant impact on the health and safety of individuals and on the future of the dangerous buildings. The decisions taken can also have significant and far reaching financial implications, both for the department and the building owners.

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, such as cameras, basic survey equipment and office stationery.

Responsibility for ensuring that the Building Standards data base and file management system is updated in regard to the progress of building warrant applications.

In attending dangerous buildings incidents, direct external contractors when building work is required to make a building safe.

Environment – Work Demands

Progress allocated programmes of work to deadlines that are subject to continual change due to the need to re-balance conflicting priorities while working to set targets in order that key performance indicators are met whilst balancing conflicting priorities.

Exercise control over the management of time spent performing core plan assessment work and the investigation of building defects and the prioritisation of conflicting work activities. The post holder will liaise with line managers in relation to any problems identified in achieving results or overcoming difficulties with operational or technical matters.

Environment – Physical

The inspection of work on site is frequently required and this activity includes walking, or standing for periods of time. Travel to most sites involves driving a motor vehicle. Site activities can involve the post holder in climbing ladders or scaffolds, and inspecting confined spaces such as attic areas. Potentially unsafe or hazardous environments will be encountered occasionally.

Environment – Working conditions

Exposure to inclement weather. (10%)

While investigating building defects, or visiting construction sites, exposure to dust and noise will be encountered. Access through confined spaces will also be required. (10%)

When attending the scene of building incidents, such as those caused by fire. In these cases, the post holder will be exposed to hazardous conditions, including smoke, sometimes during the hours of darkness. (5%)

All the above conditions require the post holder to occasionally work while wearing various combinations of personal protective equipment, such as waterproof jackets, hard hats, goggles, gloves, ear defenders, face masks and safety boots. Working conditions will therefore at times be highly demanding. (40%)

Environment – Work Context

The duties of the post mean that hazardous materials and potentially dangerous constructions are occasionally encountered. The post holder will be required to attend the scene of building incidents, such as fires. In these cases, the post holder will be exposed to unpleasant, sooty and smoky conditions requiring the use of PPE for short periods of time. This work will require the post holder to remain vigilant, and apply health and safety training and experience to continually dynamically risk assess the conditions encountered.

Knowledge and Skills

The range of duties required by the post requires the post holder to be educated to degree level with full chartered membership of the Institution of Civil Engineers or the Institution of Structural Engineers or possess knowledge and skills in structural engineering to the extent that they can deliver the operational services and projects required by the post.

Have an excellent working knowledge and understanding of all aspects of Building Control/Public Safety and Events legislation and procedures, (including that relating to Licensing) and must be able to explain them to members of the public and other non-specialists.

Possess a good knowledge of Health and Safety legislation, and be able to identify, assess and understand the implications of unauthorised building works on public safety.

Be fully familiar with structural analysis techniques, including the use of computer design software and be able to undertake work of a complex nature.

Have an advanced knowledge of structural engineering and be able to apply the conditions of all relevant Codes of Practice, British Standards and Structural Eurocodes when preparing or checking structural designs.

Maintain a current knowledge of the assessment of contaminated land.

Have highly developed numerical and IT skills, and in particular must have an enhanced understanding of the use of the computer technology and software used by the group in order to recommend the purchase of appropriate upgrades and new software.

Have excellent verbal and oral communication skills and be able to write reports in a manner understood by both professional and lay persons.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation).