Job Description

Post title	**SENIOR BUILDING STANDARDS SURVEYOR**
Directorate	**PLACE**
Service	**PLACE MANAGEMENT/PLANING AND TRANSPORT/BUILDING STANDARDS**
Responsible to	**TEAM MAMANGER BUILDING STANDARDS**
Number of post holders	**15**
Acting up/ secondment	**NO**

Purpose of Job

To carry out the full range of duties required by the Building (Scotland) Act, ensuring all constructed work complies with the mandatory building standards.

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 for complex projects in accordance with the relevant legislation and Departmental procedures.
- Developing and processing reports for Departmental Management, Council Committees, and other bodies.
- Inspect the site or 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.
- Carry out testing of systems/materials to ensure conformity with the relevant legislation, at premises or sites where building operations have been carried out.
- 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 and other outside statutory bodies.

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

- Educated to degree level, or equivalent, with full corporate membership of an appropriate professional body in a relevant discipline, or possess extensive knowledge and skills in Building Standards.
- Detailed knowledge of all aspects of the Building (Scotland) Act and associated legislation.
- Extensive professional experience in all aspects of advanced design and construction work.
- Verify building warrant applications of a complex nature.

- Highly developed numeracy and IT skills along with excellent communication skills.
- Deliver detailed presentations on building related matters to all parties, internal and external.
- Lead on the application of interpreting building standards providing creative solutions.
- Prepare reports on the compliance of major projects to ensure the health, safety, and welfare of users.
- Work with other professional staff, elected members, MPs, MSPs, members of the public.
- Reporting lead for the findings of investigations and the consequences which will be complex and contentious.
- Decide the action required with Building Warrant application process, including the certification of completed work and acting on behalf of the department at any Council Committee.
- Assess the degree of compliance with approved plans and decide any action required.
- Decide the implications of proposed work on the safety of buildings and advise the action to be taken.
- Lead on the preparation of guidance notes and departmental procedures and deliver training to other staff in the application of the Building (Scotland) Act.
- Verify and ensure compliance for major projects of strategic importance to the City, which are highly complex nature.
- Responsibility is unlimited in terms of project size and complexity.
- 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.
    - 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)

- The post does not carry any line management responsibility.
- Provide on the-job training to less experienced or qualified members of staff and checking their work and provide advice on more complex cases.
- Deputise for the Team Manager when required.

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.
- Responsibility for maintaining and updating 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.