

**RIBBLE VALLEY BOROUGH COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

JOB DESCRIPTION

1. **JOB TITLE:** Senior Building Control Surveyor
2. **REFERENCE NO:** CE133
3. **SALARY SCALE:** PO2-5 (scp 28-31) £32,234 to £34,728 per annum
4. **RESPONSIBLE TO:** Head of Environmental Health Services
5. **JOB PURPOSE:** To supervise and take responsibility for the day to day running of the Building Control section embracing enforcement of building control, appraisal of building regulation applications, inspection of works in progress and management of information received under competent persons schemes.

To carry out duties in relation to the control of dangerous buildings, demolitions and technical matters relating to the Licensing Act.

6. MAIN DUTIES:

- 6.1 To supervise and be responsible for operations within the Building Control section, ensuring these are well planned, are sensitive to customer and community requirements, are in line with council policy and corporate strategy and to ensure that they are delivered efficiently and effectively with a quality focus.
- 6.2 To supervise and provide professional guidance to staff in the section including ensuring that staff are given adequate training as appropriate.
- 6.3 To assist in the preparation and implementation of the Building Control Service Plan and to ensure that the aims of the Council's Corporate Strategy are adhered to.
- 6.4 To be responsible for the administration and documentation of Building Regulations applications and to allocate and monitor workloads to the Building Control Surveyors.
- 6.5 To be the Council's lead officer for the interpretation of Building Regulations and matters directly related to Building Control in the Building Act 1984.
- 6.6 The checking of plans and specifications submitted to the Council under Building Regulations to ensure conformity with the Building Regulations and allied legislation and the subsequent inspection of the work.

- 6.7** To ensure that the Building Control section liaises with other departments on development applications and matters relating to Building Control.
- 6.8** To be responsible for the assessment and certification of payments for Building control submissions and to negotiate charges with clients.
- 6.9** To be responsible for ensuring that the relevant statutory period and associated performance targets for issuing decisions on Building Regulations applications are adhered to.
- 6.10** In association with the Director of Economic Development and Planning and Head of Legal and Democratic Services deal with any contravention of Building Regulations including the securing of any appropriate remedial works.
- 6.11** To carry out on behalf of the Council the enforcement of unauthorised building work including preparing evidence for court.
- 6.12** To liaise with the Accounts department in the management and implementation of appropriate revenue commitments within the Building Control service, including the setting, management and monitoring of all fee income.
- 6.13** To be responsible for the inspection, notification and enforcement of dangerous structures.
- 6.14** To be responsible for controlling demolition of buildings and structures under the Building Act 1984.
- 6.15** To oversee the IT systems associated with the post including the management of the MVM Building Control software, contribute to the development of new systems, and with training, to keep up to date on any IT developments affecting Building Control work.
- 6.16** To develop and enhance joint working with neighbouring authorities and partnerships with external agencies and companies.
- 6.17** To provide and manage an out of hours call out service to give professional advice about dangerous buildings to the Fire and Rescue Service and Police and contribute to the Council's emergency services by arranging work as considered necessary.
- 7.** To be responsible for ensuring the data quality of all information related to the duties of the post.
- 8.** To adhere to the Council's policies including Equal Opportunities and Health and Safety.
- 9.** Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Postholder): _____ Dated: _____

Signed (Head of Service): _____ Dated: _____