

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title: Modern Apprentice - Building Standards Surveyor Post Ref:
Section: Building Standards Grade: NMA
Responsible to: Senior Building Standards Surveyor
Responsible for:

JOB PURPOSE

Working under the supervision of the Team Leader (Building Standards) and the Senior Building Standards Surveyors, during the period of the Modern Apprenticeship, you will be trained in carrying out the Council's Statutory function as a Building Standards Authority and you will learn about the Building (Scotland) Regulations and wider role.

PRINCIPAL WORKING CONTACTS

Team Leader - Building Standards
Senior Building Standards Surveyor
Other staff of the Department/Council/outside bodies, agencies, developers, members of the public regarding the exchange of information and duties of the post.

MAIN DUTIES

Working under the supervision of the Team Leader and/or the Senior Building Standards Surveyor, the main duties of a Modern Apprentice Building Standards Surveyor are as follows:-

- 1 Learn to assess drawings, plans and specifications to ensure that they meet with the Building (Scotland) Regulations.
- 2 Learn to carry out the inspection of building works for which a warrant has been granted to ensure that works have been constructed in accordance with the Regulations and approved plans and allow the acceptance of a Certificate of Completion.
- 3 Support the service to address any unauthorised building works.
- 4 Support the service to guide and advise members of the public and others who are intending to apply for warrants, when necessary.
- 5 Contribute to the development of an appropriate information system to facilitate the work of the Team.
- 6 Promote the role of the Building Standards Service through the Council, external agencies and the general public.
- 7 Undertake all relevant training, required by the post.
- 8 Contribute to the efficient delivery of the Building Standards Service.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Modern Apprentice - Building Standards Surveyor

DIVISION/DEPARTMENT SECTION: Building Standards

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	2 Highers, to include English and Maths or Physics, or equivalent.	4 Highers including English, Maths, Physics and Graphic Communications, or equivalent qualifications in related subject matter.	Presentation of certificates at interview.
RELEVANT WORK/OTHER EXPERIENCE		Candidates would ideally have some experience and/or knowledge of the construction industry	Application, interview & references.
PARTICULAR SKILLS/ABILITIES	<p>Good written and verbal communication skills</p> <p>Good administrative, organisational and interpersonal skills</p> <p>Possess good computer skills in Microsoft office packages, including Word and Excel.</p> <p>Manage time effectively.</p> <p>Ability to work as part of a Team</p> <p>Use own initiative</p> <p>Problem solving skills Accuracy & attention to detail</p>	Possess an awareness of the construction industry and building practices	Application, interview & references.
PERSONAL QUALITIES	<p>Genuine interest in pursuing a career in Building Standards.</p> <p>Ability to work at height,</p>		Application, interview & references.
ANY ADDITIONAL JOB-RELATED REQUIREMENTS	Commitment and ability to achieve full Modern Apprenticeship and achieving HNC in Architectural Technology scqf level 7 and SVQ 3 in Built Environment (Design) scqf level 6		