

## **Building Control Surveyor**

### **Reports To**

The Building Control Surveyor will report to Technical Manager



### **Job Role**

The Building Control Surveyor will be responsible for overall project management as well as undertaking plan checking and site inspections to help ensure projects comply with the Building Regulations and associated guidance for residential developments typically up to 11 metres high.

### **Responsibilities and Duties**

Responsibilities include:

- Checking plans for compliance with the building regulations and associated legislation
- Undertaking inspection of works and producing detailed records of all inspections undertaken
- Issuing initial notices, plan certificates, amendments notices and final certificates
- Ensuring at completion of works that all relevant inspections have been carried out, appropriate certification submitted, and any defects/non-conformities have been addressed before final certification is issued
- Ensuring that all project records are on the database
- Carrying out duties in accordance with QMS procedures
- Delivery of consistent service and building effective client relationships
- Providing mentoring and support towards the training and development of our trainee and assistant building control surveyors
- Taking part in external meetings with clients as required
- Undertaking, where required, inspections on behalf of the wider ICW Group and in line with service level agreements

### **Qualifications, Knowledge & Skills**

- Chartered membership of an appropriate professional institution (i.e. RICS, CABE, CIOB)
- Experience in the construction industry
- Experience of plan appraisal and inspection of residential developments within Building Control
- Able demonstrate a competent understanding whilst having the necessary ability, knowledge and skill to complete the role successfully
- Excellent client facing and relationship building skills
- Good communication skills both verbal and written with appropriate interpersonal skills
- Ability to effectively manage a varied and busy workload
- Able to work with the minimum of supervision, in line with company policies and procedures
- Knowledge of relevant standards/legislation and environmental issues
- IT literate with the ability to use a range of software programs