

**JOB SPECIFICATION**

<b>DEPARTMENT:</b>	Town Planning and Building Control
<b>GRADE:</b>	Professional Technology Officer
<b>POST:</b>	Building Inspector (Assistant Building Control Officer)
<b>RESPONSIBLE TO:</b>	Building Control Officer

The main functions of the post are: -

To assist the Building Control Officer in the technical matters arising out of the administration in its role of Building Control Section under the relevant legislation of the Public Health Act.

The main duties and responsibilities of the post are: -

- To inspect new building works, alterations and/or additions to buildings, etc. in accordance with approved plans, specifications and with the Building Rules and other pertinent legislation and to report his/her findings to the Building Control Officer for subsequent action.
- To co-ordinate and discuss with Contractors/Project Managers etc., any relevant technical deviation from approved plans and ensure that the appropriate revised plans are processed accordingly.
- To ensure that proper records of inspections are kept with the relevant photographic accounts that he/she deems appropriate and such reports are recorded in the database.
- To inspect and report on building work, which has not been authorised by the Development and Planning Commission and or Building Control.
- To report and follow up cases of unauthorised works.
- To follow up with applicants any due fees, ensure that all conditions have been complied with and all relevant certification in place prior to completion of works.
- To assist the Building Control Officer with the examination and processing of applications for the erection of hoardings and scaffoldings prior to the necessary permit being granted, liaising as necessary with the different Government Departments, Authorities and Agencies.
- To liaise with Government Departments and the Private Sector, as required in pursuance of his/her duties.
- To ensure that the office vehicles are serviced as necessary.
- To undertake any other duties appropriate to his/her grade which may be required by Senior Management

**PERSON SPECIFICATION –  
PROFESSIONAL AND TECHNOLOGY OFFICER (PTO) BUILDING INSPECTOR (ASSISTANT BUILDING  
CONTROL OFFICER)**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>	<p>ONC, OND, BTEC National Certificate or City and Guilds in Construction or an equivalent or higher qualification acceptable to the Public Service Commission and must have at least 4 years; but preferably 5 years recognized training (e.g. Indentured Apprenticeship, Technician Training) and experience which may include up to 3 years' relevant full-time study.</p> <p>Candidates who do not meet the abovementioned requirements but have served an Indentured Apprenticeship and can satisfy the Public Service Commission that they have an aggregate of at least 7 years' experience in the relevant discipline are also eligible to apply for promotion to the PTO grade.</p>	Degree in Building Surveying or Building Control certification from a recognised association.
<b>Experience:</b>	<p>Experience in working within a Building Control environment.</p> <p>Experience in solving both technical and managerial problems arising from the application of Rules and Regulations.</p> <p>Experience in carrying out Building Control investigations.</p>	<p>Experience in a managerial role.</p> <p>Experience in working with/understanding of the UK Building Regulations and its associated approved documents.</p>
<b>Knowledge:</b>	<p>Extensive knowledge of the Building Rules.</p> <p>Knowledge of Health and Safety Regulations pertaining to Building Control.</p> <p>Knowledge of Scaffold and Hoarding Rules.</p> <p>Knowledge of associated Legislation.</p>	
<b>Key Skills and Behaviours:</b>	Ability to work effectively under pressure and meet set deadlines.	

<p><b>Key Skills and Behaviours (Cntd):</b></p>	<p>Ability to read and interpret engineering and architectural plans and working drawings.</p> <p>Good communication skills, both verbal and written.</p> <p>Ability to plan and organise work on own initiative, and as part of a team, without close direction or control from senior management.</p> <p>Ability to use available resources to achieve value for money.</p> <p>Able to approach a wide range of problems/take sound decisions/ have sound judgment.</p> <p>Able to respond positively to change/possess innovative ability.</p> <p>Ability to implement in a professional and effective manner departmental policies under the guidance of senior members of staff.</p> <p>Ability to maintain accurate records and produce reports.</p> <p>Competence in the use of ICT tools including MS Word, Excel and Access.</p> <p>Display a willingness to collaborate in work of various types with different trades and professions.</p> <p>Must be willing to attend courses and undertake further training.</p>	
---	--	--