

## **JOB SPECIFICATION**

**GRADE:** TG1 – Assistant to Building Inspector

**DEPARTMENT:** Department of Town Planning and Building Control

**RESPONSIBLE TO:** Building Control Officer

**JOB PROFILE:**

To inspect, assist, monitor and report on any building operations as instructed by the Building Control Officer or his assistant with respect to any application submitted under the Public Health Act.

**The main duties and responsibilities of the post are as follows:**

- To follow up with appropriate on-site inspections on any matters arising from building applications for Building Control Approval.
- To inspect works as often as necessary or as directed by Line Manager to ensure that these are carried out in accordance with approved plans and specifications.
- To keep and ensure that proper records of inspections are made with appropriate notes and / or photographs.
- To assist Line Manager with all matters arising from the examination and processing of applications for the erection of scaffoldings and hoardings prior to the necessary permits being granted, liaising as necessary with the RGP and other Government Departments and / or Agencies.
- To report and follow up cases of unauthorised works as instructed by superiors.
- To assist with applications for permission to place tables and chairs under the Public Health Act and ensure compliance with conditions on permits.
- To prepare suitable technical reports appropriate to the grade to assist superior officers in matters arising from Building Applications.
- To undertake any other duties appropriate to the grade that may be required by the Building Control Officer or an appointed representative.

**PERSON SPECIFICATION – TG1 – ASSISTANT TO BUILDING INSPECTOR**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications:</b>	ONC, OND, BTEC National Certificate or City and Guilds in Building Construction or Civil Engineering or an equivalent or higher qualification acceptable to the Public Service Commission.	Degree in Building Surveying
<b>Experience:</b>	Experience in working within a Building Control Environment.  Experience in solving technical problems arising from the application of Rules and Regulations.	Experience of working with contractors.
<b>Knowledge:</b>	Knowledge of the Building Rules.  Knowledge of Health & Safety Regulations pertaining to Building Control.  Knowledge of associated Legislation.	Knowledge of Scaffold & Hoarding Rules.
<b>Key Skills and Behaviours:</b>	<p>Ability to work effectively under pressure and meet set deadlines.</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>Able to approach a wide range of problems/ make 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>	