

Job description

Trainee Building Inspector

Band 4 (Career Pathway to Band 6 once licensed and qualified, to Class 2 Domestic Inspector Level)

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between manager and employee. Offices are available to work in at West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall. You may reasonably be required to work at any other of the council's or stakeholder's premises as required to meet the needs of the service.

Job purpose

Building inspectors ensure that building regulations are followed during the construction process by a combination of checking of submitted details and by carrying out site inspections at set stages of a building's construction. The building regulations cover areas such as fire safety, structural stability, energy conservation and accessibility.

This role is aimed at young people and school leavers looking for their first position in building control or those with construction industry experience looking for a new career.

The position is intended to offer on the job training while the trainee undertakes relevant tasks to assist and deliver related activities within the building control team. It follows an LABC approved programme of building control education leading to a building control qualification.

This role is a career grade post that requires the post holder to eventually become licensed by the building safety regulator (BSR) as a registered building inspector (RBI) working either under supervision Class 1 or working unsupervised on Class 2 category A buildings.

Once licensed the inspector will undertake technical assessments of submitted information and carry out site inspections to establish whether relevant duty holders are demonstrating compliance with the building regulations (on Class 2 category A building types). They must make decisions on those assessments, using skill, knowledge, experience and behaviour that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function to help ensure the safety of persons in and around buildings.

Class 2 RBI's will also work under supervision on buildings outside their licence scope at the direction of their manager who will work support further development of skills and experience should the individual wish to extend their licence scope.

The role includes the assessment of dangerous structures and implementing immediate remedial works in collaboration with their manager.

Band 4

Key responsibilities and activities

The trainee will be required to be an integral member of the building control team to provide effective and efficient technical administration/support to the building control service. This will be under the direction of the Principal Building Inspector.

The registration scheme for this class as set by the BSR is **Class 1 - Must only work under supervision**. (It is envisaged that application for a Class 1 licence will be made depending upon speed of progress made by the individual, their qualifications and their competency when assessed against the BSR requirements).

1. Supporting the team in providing a first-class building control service
2. To assist with the examination of deposited plans for compliance with the Building Regulations within their competency / registration level. Undertake all necessary negotiations with applicants/agents, other operational delivery teams and statutory bodies, and secure compliance.
3. To accompany inspectors on site visits to develop experience and knowledge as part of their development. At an appropriate time and once registered at Class 1 to then carry out inspection unaccompanied but under supervision of their Principal Inspector.
4. Providing general administrative support to the building control team in the day-to-day tasks involving all aspects of running a successful building control service.
5. Providing written and verbal advice to members of the public, business owners on straightforward matters.
6. Dealing with telephone and online enquiries as appropriate.
7. Liaising with colleagues in other teams, services or agencies.
8. Using excellent IT skills to access and input information where necessary onto several different IT systems
9. Provide support with marketing the service and providing building regulation information to stakeholders
10. To maintain proper records and work in accordance with the ISO9001 systems/procedures and the within the operational standard rules set by the BSR.
11. To advise and assist the public, architects, builders, other professionals, other Council departments/directorates and consult with other statutory authorities on all matters of construction and the Building Regulations.