



# Role Profile

## Building Inspector

Reference No.	A4329	Type	Permanent
Service	Assets, Transportation & Environment - Property Services		
Job Family	Para-Professional 5	Grade	FC7

### Purpose

To assist in the provision of a comprehensive service of maintenance for council buildings. Including the inspection, identification of future works and issue of instructions to contractors for emergency, urgent and routine works.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Receiving, processing and co-ordinating works requests for day-to-day repairs, Planned Maintenance, and some minor works.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent

Professional/Technical qualification related to Building Industry and an appropriate Trade background with relevant experience.

Moderate experience in an appropriate background in the Construction Industry

✓

✓

✓

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Visiting Council properties and discussing/agreeing with clients as to the requirements of all major repairs and maintenance work to be taken into account during the preparation of list of Planned Maintenance projects	Experience of reading drawings and ensuring work is carried out in accordance with these drawings		✓
Inspecting works to ensure quality of workmanship and materials are at a satisfactory standard and that the works are completed within the prescribed time scale.	Attention to detail skills	✓	
Liaising with clients concerning day to day repairs and resolving any issues they may have with both internal and external contractors.	Administrative skills Experience of dealing with people and challenging situations	✓ ✓	
Liaising with other members of staff within the Council, contractor's personnel, public utilities, Police, members of the public and other relevant parties on appropriate building matters.	Organisational skills Problem solving skills Team working skills	✓ ✓ ✓	
Ensuring compliance with any existing and proposed measured term and other contracts.	Knowledge of appropriate Standards and Legislation applying in the construction industry		✓
Assisting the Inspectorate Co-ordinator/Team Leader in preparing reports on Repairs and Maintenance work and associated budgets as required.	Communication skills IT skills	✓ ✓	
Assisting in maintaining a programme of condition surveys of the Council's building stock to include condition, access, energy use, etc.	Experience in dealing directly and by phone with Clients and Contractors		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – Undertaking all other duties as required for the role. Duties will be in line with the grade.

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Acting appropriately on Health and Safety regulations and complying with relevant legislation/regulations and all policies on Health and Safety and codes of practice.	Knowledge of CDM Regulations and Health and safety Legislation		✓
Complying with the Councils Scheme of Administration and Standing Orders.	Knowledge and experience of Local Authority Procedures		✓
Contributing to the achievement of the Council's corporate aims and values.	Ability to provide a regular and effective service	✓	

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.