 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Finance, Development and Regeneration		Service Area: Inclusive Growth & Development - Building Control	
JOB TITLE: Apprentice Building Control Technician			
GRADE: National Minimum Wage for Age			
REPORTING TO: Building Control Manager			
APPRENTICESHIP QUALIFICATION: Level 3 Civil Engineering Technician			
Duration: 39 months			
1.	JOB SUMMARY: A building control technician provides assistance to surveyors and other construction professionals in the development of design solutions. The work involves the enforcement of building regulations and applying them to submitted building designs. As a building control technician, you will be working under supervision within our building control team working alongside contractors, consultants and planners. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To support and assist both the Building Control Manager and other team members in the provision of effective Building Control and Design Consultancy Services.	
	2.	To work as part of an integrated team and support and assist with delivering the following services and activities: a. Support the Councils ambitions by delivering a range of infrastructure improvements from the delivery of newly built facilities to the refurbishment of existing premises contributing to planning, design, managing work schedules, budgets and deadlines working as a member of a team. b. Site engineering - operating quality systems and Health, Safety and Risk Management procedures, progress monitoring, see that installations generally comply with the design intent, responding to site queries, commissioning and post occupancy evaluations. c. Help the development of safe buildings and appropriate facilities by ensuring all new buildings or change of use establish good facilities, access for all & implement Fire Safety. d. Ensure that new & existing buildings are constructed to be sustainable, thermally effective and energy efficient by having an understanding of	

		<p>legislative sustainability and environmental policies and their effect on the design and construction of buildings.</p> <p>e. Ensure that dangerous structures, as defined by the Building Act, within the Borough are dealt with to ensure the risk is reduced to the Public.</p> <p>f. Implementation of Councils Asbestos Management Policy.</p>
	3.	To support and promote the Council's core values and corporate service standards and to communicate these throughout the team.
	4.	To support and assist with necessary consultations with other groups sections, departments and organisations.
	5.	To assist in the development of a culture which is consistent with the Council's vision of enthusiastic and forward-looking partnership, and delivery of efficient and effective services within a Customer First environment.
	6	To assist and support team compliance with Health and Safety legislation and in particular the CDM regulations, hazard identification, and risk mitigation.
	7	To take reasonable care of your own health and safety and to co-operate with management so far as is necessary to enable compliance with the Authority's health and safety rules and legislative requirements.
	8	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	9	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture, supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated May 2022

PERSON SPECIFICATION

Job Title/Grade	Apprentice Building Control Technician	National Minimum Wage for Age
Directorate / Service Area	Finance, Development and Regeneration	Inclusive Growth & Development - Building Control


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Minimum of 5 GCSE's of at grade 4/C and above which MUST include Maths, English and a science subject.</p> <p>Please note: You must not hold an existing qualification at the same or higher level (Level 3 or above) as this apprenticeship in a similar subject.</p>		Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting).	<p>The ability to read and interpret architectural drawings, and constructional specifications</p> <p>Experience of producing drawings using AutoCad.</p>	Application / Interview
Knowledge & Skills	<p>Ability to be able to communicate, both orally, electronically and in writing.</p> <p>Competency with relevant ICT systems such as Microsoft Office.</p>	Ability to write technical reports, technical drawing conventions and understand engineering terminology	Application / Interview

	<p>Familiarity with and ability to adapt to Information Technology requirements.</p> <p>Can demonstrate sound technical aptitude and attention to detail.</p> <p>Ability to understand and apply regulations and instructions</p> <p>Able to adhere to safe working practices</p> <p>Ability to work in an organised and methodical way to analyse and solve problems using appropriate software.</p> <p>Ability to complete technical tasks</p> <p>Ability to work effective with others, including colleagues, other trades, clients, suppliers and the public</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Committed to own personal development and shared learning/support</p> <p>Innovative and logical thinking to resolve issues and not easily discouraged</p> <p>Highly motivated, working reliably and effectively without close supervision</p> <p>Committed to providing excellent customer service</p>		Application / Interview

	High personal standards and self-discipline. Enthusiastic and hard working. An interest and passion for Building/Civil Engineering.		
Other requirements	Able to work flexible hours to incorporate evening and weekend work as required. Able to make site visits and inspections. Due to the nature of job role, must have the capacity to be able to safely and independently negotiate uneven ground on construction sites, railway tracks etc. and access platforms at height which involves climbing ladders and scaffolding.	Able to travel independently across the Borough.	Application / Interview

Person Specification dated

May 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Development and Regeneration	SERVICE AREA: Inclusive Growth & Development - Building Control
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The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	
Is required to drive an HGV/LGV/PCV/Minibus	
Is required to undertake agriculture, horticulture or gardening work	
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	
Will be exposed to vibration likely to be above the exposure action level.	
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	
Potential exposure to asbestos	
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	
May be exposed to lead or lead based products	
Food handling and preparation	
Will require a health assessment for regular night working	
Will be using Display Screen Equipment	
Other known risks – please detail	
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date: