



Comhairle Cathrach Chorcaí  
Cork City Council

**Job Specification**

**Executive Building Surveyor**

**Cork City Council**

**Closing Date:**

**4pm Tuesday 20<sup>th</sup> May 2025**

**To be read in conjunction with**

**[Our Candidate Information Booklet](#)**

## BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the National Planning Framework (NPF). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



### Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



### Trust & Integrity

We act honestly, openly and fairly in all our dealings.



### Respect

We treat all people equally with due regard for their needs and rights.



### People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



### Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



### Innovation

We continually seek progressive and creative approaches in the services we deliver.



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The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Executive Building Surveyor, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Executive Building Surveyor may be filled.

## THE ROLE

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Cork City Fire & Building Control Department is part of Cork City Council. The department comprises a professional team of over 130 people organised in the following sections:

- |                            |                              |
|----------------------------|------------------------------|
| • Building Control         | • Administration             |
| • Operational Fire Service | • Fire Prevention            |
| • Civil Defence            | • Major Emergency Management |

The City Council is the Building Control Authority for the Cork City area, and its responsibilities include administering and enforcing the requirements of the Building Control system, the Local Government Sanitary Services Act, the Construction Products Regulations and other statutory functions. The objective shall be to deliver a comprehensive, consistent and effective Building Control service in accordance with statutory obligations and agreed national frameworks.

The **Executive Building Surveyor** works as part of a multi-disciplinary team within the Building Control Section and reports to the Senior Executive Building Surveyor. Based at Cork City Fire Station, Anglesea Street, this position offers an excellent opportunity to further develop your technical expertise.

### **The ideal candidate shall:**

- Have excellent knowledge of Building Regulations, Building Control Regulations, Local Government Sanitary Services Act (Dangerous Structures), Construction Products Regulations;
- Have an excellent knowledge of construction technology in a wide variety of building types and of building construction practices in a wide variety of materials;
- Have a good understanding of building pathology including experience in the diagnosis of building defects;

- Have satisfactory experience and competence in the supervision, management or inspection of construction work;
- Have a thorough knowledge and understanding of the statutory and legal framework, national policy and current thinking within Building Control;
- Demonstrate a sound understanding of investigatory methods and enforcement tools available to make appropriate judgments and decisions, using the available regulatory procedures;
- Possess excellent interpersonal and communication skills and have the ability to engage and work in partnership with staff at all levels, contractors, professional consultants, members of the public etc.;
- Have satisfactory experience of leading and/or managing staff;
- Have the ability to interrogate reports and drawings of a technical nature and have a proven capacity in report writing as required;
- Have excellent knowledge and awareness of current Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

## **DUTIES**

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The duties of the post include, but are not limited to, the following:

- Technical assessment of Disability Access Certificate applications under the Building Control Acts 1990 to 2022. (Disability Access Certificates are accessibility design approval for new buildings, extensions, changes of use and internal alterations (apart from for dwelling houses). Assessment is a technical process, and involves examining specially prepared drawings and specifications)
- Inspection of potentially Dangerous Structures to help maintain public safety around the public thoroughfare of privately owned buildings, structures or sites deemed a danger to the public.
- Examining drawings, calculations, designs etc.;
- Inspection of construction works throughout all stages of construction;
- Providing advice to builders, designers and building owners on compliance of works with building regulations;
- Taking measurements, readings and making calculations and maintaining accurate records;

- Assessing the design and construction of buildings to determine compliance with the requirements of the Building Regulations;
- Recording of inspections;
- Cautioning against breaches of regulations;
- Appearing as a witness in Court in support of enforcement actions initiated by the Building Control Authority;
- Such other duties as may be assigned from time to time.

*The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.*

### **QUALIFICATIONS FOR THE POST**

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**1. Character**

Each candidate must be of good character.

**2. Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. Education, Training, Experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms –

- (i) Hold a professional qualification in Building Surveying that is prescribed under the Building Control Act 2007, or a qualification in Building Surveying that is equivalent to a qualification so prescribed;
- (ii) Be eligible for registration as a Building Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
- (iii) Have at least five years satisfactory experience of Building Surveying work;
- (iv) Possess a high standard of technical training and experience; **and**
- (v) Possess a high standard of administrative experience

**4. Driving Licence**

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

**5. Safe Pass Card**

Each candidate must have a current Safe Pass card.

**Desirable Skills:**

- Have an excellent knowledge of Building Regulations, Building Control Regulations, Construction Products Regulations and the Planning and Development (Licensing of Outdoor Events) Regulations 2001;
- Be in a position to become an Assigned Certifier as contemplated by the Building Control Regulations;
- Have a very good knowledge of building construction in a wide variety of building types;
- Have a good knowledge and understanding of the statutory and legal framework, national policy and current thinking within Building Control;
- Demonstrate a sound understanding of investigatory methods and enforcement tools available to make appropriate judgments and decisions, using the available regulatory tools;
- Possess excellent interpersonal and communication skills and have the ability to engage and work in partnership with staff at all levels, contractors, professional consultants, members of the public etc.;
- Have the ability to work on his/her own initiative, in an independent environment and without constant supervision;
- Have the ability to write and access reports of a technical nature and have a proven capacity in preparing statistical reports as required;
- Possess good information management and data record keeping skills;
- Have excellent knowledge and awareness of current Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

## Competency Framework

Candidates are expected to demonstrate in their application and at interview (should they be called) that they possess these competencies through the experience and skills they have gained to date.

### Delivering Results – Delivering Quality Outcomes and Ensuring Compliance

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of your duties.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies.
- Refers to relevant professional documents as required.

### Performance Through People – Communicating Effectively

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

### Personal Effectiveness - Personal Motivation and Initiative

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.

- Adopts a positive and constructive approach to work.
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Manages own time effectively to achieve objectives.

## Salary

The salary scale for the post is:

€59,067 - €61,217 - €63,366 - €65,520 - €67,672 - €69,823 - €71,976 - €74,116 - €76,280 - €78,425 - €80,897 (LSI1) - €82,108 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale at the minimum point.

## Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

## Garda Vetting

This post will come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

*Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.*

**The deadline for receipt of applications is 4pm Tuesday 20<sup>th</sup> May 2025**

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

*We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.*