

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title: Building Clerk of Works
Section: Architectural Services
Responsible to: Principal Building Clerk of Works
Responsible for:

Post Ref: 015041
Grade: 8

JOB PURPOSE

To represent the Head of Design and Property on all major Projects, emanating from the Division, to ensure compliance with design specifications, and quality and control of material and workmanship standards.

PRINCIPAL WORKING CONTACTS

Principal or Senior Building Clerk of Works
Architects and Architectural Technicians, Structural Engineers, Quantity Surveyors and the Mechanical and Electrical Team.
Other staff of the Division, Council,
Staff of other Councils
outside bodies,
Members of the public.

MAIN DUTIES

Carry out all duties in compliance with the Clerk of Works and Site Inspection Handbook (2018 Revision - RIBA Publications Limited)

Roles and responsibilities as defined within the Division's Quality Management System.
Carry out Clerk of Works duties on major projects as directed by the Principal Building Clerk of Works.

Giving advice of a technical nature to design team members on a practical basis during the preliminary stages of building projects as and when requested.

Encouraging all staff to observe all Health and Safety issues on building sites to make for safety working environments for construction operatives, including themselves.

Advising staff on the monitoring and identification of hazardous materials ie Asbestos, Chemicals and contaminated areas, and reporting of same on the appropriate register forms.

Ensure that Environmental good practice is maintained on all projects in our portfolio and that Contractors comply with Dundee City Council policy on sustainable timber and waste from construction sites.

Dealing with emergency call-outs, during out of hours working, from Police, Fire Services, Construction Services and Private Contractors and assisting in resolving problems, mainly over the telephone, with emergency contact personnel but on odd occasions having to visit buildings or sites to ensure a satisfactory conclusion to the issues in hand.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Building Clerk of Works

DIVISION/DEPARTMENT SECTION: Architectural Team

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	<p>Construction Health and Safety Awareness Qualifications</p> <p>NC in Construction Management or equivalent SVQ's</p>	<p>Corporate Member of The Institute of Clerk of Works & Construction Inspectorate</p> <p>CSCS Managers card</p> <p>HNC/HND in Construction Management or equivalent SVQ's</p>	Application Interview
RELEVANT WORK/OTHER EXPERIENCE	<p>Experience as a Building Clerk of Works or Site Agent on both major and minor projects from inception to completion</p> <p>Knowledge of: Health & Safety Legislation, including CDM</p> <p>Asbestos Awareness</p> <p>Quality checklists</p> <p>Environmentally good practice on site</p> <p>Working knowledge of Microsoft packages, including Office 365, Teams, Word, Excel</p>	<p>Served apprenticeship in Building Construction Trade</p> <p>High Class Finishes</p> <p>JCT SBCC with Quantities Building Contract</p> <p>NEC4 Contract</p> <p>National Building Specification (NBS) Timber Frame Construction</p> <p>Reinforced Concrete construction</p> <p>Traditional masonry construction</p> <p>Historic and Listed Buildings</p> <p>Social Housing</p> <p>Retrofit and energy improvements</p>	Application References Interview
PARTICULAR SKILLS/ABILITIES	<p>Good communicator and team player</p> <p>Ability to provide problem solving advice</p> <p>Ability to interpret drawings and specifications</p> <p>Ability to act with authority and discretion</p> <p>Ability to challenge contractors professionally</p>	<p>Knowledge of Quality Assurance procedures</p> <p>Strong observational and inspection skills.</p> <p>Ability to identify non-compliant workmanship.</p> <p>Production of clear inspection reports.</p> <p>Competent use of mobile inspection technology.</p>	Application References Interview

	and objectively		
PERSONAL QUALITIES	<p>Reliable and self motivated</p> <p>Prepared to take responsibility and control when required</p> <p>Willing to develop new skills and accept change</p>		Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	<p>Driving Licence (Level 3)3</p> <p>Flexible/willing to work authorised overtime</p>		Application References Interview