JOB DESCRIPTION

TITLE: Clerk of Works

POST NO: NA

DEPARTMENT: Commercial & Transformation Service

DIVISION: Fixed Assets Service

RESPONSIBLE TO: Principal Services Engineer

GRADE: M1

PURPOSE OF POST:

To provide Clerk of Works services within the Building Services Team of the Council's Fixed Assets Service dealing with the construction and planned maintenance of LBC properties including schools and public buildings, to monitor and inspect construction work, record progress, carry out handover procedures, and ensure compliance with contract documents, construction regulations and best practice.

ORGANISATION CHART:

[Image of an organisational chart showing the hierarchy of roles including Principal Design Manager, Principal Architect, Architectural Assistant, Project Architect, Principal Services Engineer, Mechanical Services Engineer, Electrical Services Engineer, Clerk of Works, Principal Quantity Surveyor, and Quantity Surveyor.]
PRINCIPAL RESPONSIBILITIES:

1. Make at least weekly visits to the projects in contract, attending the site meetings and advising of difficulties being encountered or likely to be encountered. 15

2. Make recommendations both orally and in writing about any aspect of the works including quality which do not conform with the plans, specifications or schedules of works and other documentation that might be unsatisfactory for any other reasons of designs, work or cost. Refer recommendations to scheme consultant/line manager for a decision on further instruction. 15

3. Continuously monitor work on site in accordance with the Contractors Method Statements and the Construction Health and Safety Plan, and endeavour to ensure the safety of all persons affected by the works. Promptly report breaches to contractors and consultants in written form. Undertake scaffolding inspections. 15

4. Maintain and issue weekly progress reports for all visits, including weather instructions, amendments, labour force, quality, Health and Safety, test results. 10

5. Examine, as far in advance as possible, all contract documents and drawings on individual schemes for discrepancies. Attend pre-contract meetings. Report on the contractor’s anticipated building programme and on the performance of contractors and external consultants. 10

6. Check that progress is maintained according to the building programme and advise on any likely cause for delay to the services consultant. 10

7. Prepare and attend snagging inspections and advise the schemes consultant prior to the issue of Certificate of Practical Completion. Ensure that schedules of defects after handover are maintained, and their rectification before the expiration of the defects liability period. 10

8. Work in collaboration with members of the Project Design Team and clients to ensure projects, both pre and post contract, run smoothly and objectives are achieved. 10

9. Where approval samples are available, compare work carried out against samples and ensure that it’s consistent with the original. 3

10. Maintain up-to-date knowledge of all relevant regulations, British Standards and Quality Management procedures and on the performance of contractors and external consultants. 2
DIMENSIONS:

Supervisory Management: NA
Financial Resources: NA
Physical Resources: NA
Other: NA

CONTEXT:

The Project Design & Delivery teams within the Council’s Fixed Assets Service are jointly comparable to a private sector integrated construction design and management practice and effectively operate as an internal trading entity.

Fees are earned by the sale of the teams’ services to other public sector organisations, educational partners, housing associations, third sector bodies and community groups. The team are also recompensed from the capital, basic needs and housing revenue budgets for work carried out on direct funded Council led projects.

The teams are expected to be not only revenue generating but also profit generating with the latter contributing significantly to the Council’s overall net earnings from traded services objectives.

Typical projects designed and managed by the teams are planned maintenance programmes, building refurbishment and extensions, demolition and new construction.

The teams are jointly responsible for progressing projects from Initial Appraisal (RIBA Work Stage A) to Post Practical Completion (RIBA Work Stage L).

Physical Effort & Working Environment.

The post is agile working office based but the post holder will be required to visit construction sites on a regular basis to conduct valuations and assessments. This will involve physical activity, such as the use of ladders and other inspection aids.
Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

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<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>How Measured</th>
<th>Desirable</th>
<th>How Measured</th>
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<tbody>
<tr>
<td>Experience</td>
<td>Substantial experience as Clerk of Works/Surveyor/Trade Foreman, on new and occupied sites.</td>
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<td>Some experience and knowledge of Local Government practices and procedures.</td>
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<td>Skills/Abilities</td>
<td>Able to prepare and write progress records.</td>
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<td>Able to use Microsoft Office software i.e. Word and Excel or equivalent software and also use electronic mail</td>
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<td>Able to prioritise, plan and manage own workload and projects to meet conflicting work demands, fee targets and deadlines.</td>
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<td>Able to create and maintain effective and co-operative working relationships both internally and externally and to consult, negotiate and influence others inside and outside the Council including site managers contractors, clients and consultation.</td>
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<td>Equality Issues</td>
<td>Able to demonstrate a clear understanding of what constitutes unfair discrimination and its effects on the community and employees including disadvantaged groups in both.</td>
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<td>Specialist Knowledge</td>
<td>In depth knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Scaffolding Regulations and Planning and Building Regulations and related compliance requirements.</td>
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<td>In-depth understanding of JCT terms of contract.</td>
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<td><strong>Education and Training</strong></td>
<td>A relevant technical qualification in construction related subject and membership of an appropriate institute e.g. Institute of Clerk of Work or equivalent verifiable work based experience and training.</td>
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<td><strong>Other Requirements</strong></td>
<td>Able to attend evening meetings and site meetings within the Borough and beyond as required.</td>
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<td>Able to undertake site visits and access all parts of building sites including the use of ladders (Frequency: fortnightly).</td>
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities  
(ii) Health and Safety  