

CLERK OF WORKS

Reference No.	A4334	Type	Individual
Service	Various		
Job Family	Professional 1	Grade	FC7

Purpose

To carry out inspections and report defects on civil engineering and construction works in accordance with appropriate legislation.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Perform the duties of a Clerk of Works to support service delivery across a range of civil engineering or construction activities.	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent in civil engineering or construction</p> <p>Membership of Institute of Clerk of Works and Construction Inspectorate</p> <p>Incorporated Engineer, preferably in civil engineering</p>	✓	✓
Carrying out regular inspections on materials, workmanship and monitor working methods to ensure all works are carried out in accordance with approved drawings and specifications. Ensure that all British Standards, Codes of Practice and other associated regulations are adhered to.	Knowledge and awareness of the methods and materials used in the construction and maintenance of civil engineering and construction works	✓	✓

Role Profile

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	<p>Experience of reading drawings and ensuring work is carried out in accordance with these drawings and ability to recognise and evaluate defects</p> <p>Experience of inspection and/or supervision of civil engineering and construction works</p> <p>Knowledge of environmental regulations</p> <p>Attention to detail skills</p> <p>Hold a valid driving licence</p>	<p>✓</p> <p></p> <p>✓</p> <p></p> <p></p>	<p></p> <p>✓</p> <p></p> <p>✓</p> <p></p>
<p>Maintaining documentation, e.g. records, drawings, specifications, site inspections, work progress, weather conditions, site conditions both manual and computerised as appropriate, ensuring they are stored correctly. Providing information to others as appropriate.</p>	<p>Understand the importance of maintaining good site records</p> <p>Organisational skills</p> <p>IT skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p>
<p>Acting on Health and Safety regulations appropriately. Complying with relevant legislation and regulations and the Council's and Facilities policies on Health and Safety and codes of practice.</p>	<p>Knowledge of Construction (Design & Management) Regulations and Health and safety Legislation</p>	<p></p>	<p>✓</p>
<p>Providing technical advice and information on construction works.</p>	<p>Knowledge of appropriate Standards and Legislation applying in the construction industry</p>	<p></p>	<p>✓</p>
<p>Liaising with and carrying out instructions from the Line Manager.</p>	<p>Administrative skills</p> <p>Team working skills</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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Liaising with other members of staff within the Council, members of the public and other relevant parties.	Communication skills Problem solving skills Experience of dealing with people and challenging situations	✓ ✓ ✓	
Prioritising own workload in accordance with service/team plans and priorities and contribute to/assisting in the delivery of team plan objectives balancing competing demands and priorities.	Time management skills Ability to use own initiative Ability to work without supervision Ability to manage conflicting demands	✓ ✓ ✓ ✓	
Contributing to achieving the Councils corporate objectives through co-operation with other appropriate services and officials by the provision and exchange of appropriate information.	Ability to provide a regular and effective service Committed to personal and professional development and maximising personal potential	✓ ✓	
Complying with the Councils Scheme of Administration and Standing Orders.	Knowledge of Local Authority Procedures		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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CLERK OF WORKS - BRIDGES AND FLOODING			
Inspecting bridges, structures, harbours and bodies of water, reporting on their integrity, and clearance works required and organisation of same.	Experience of working in and around watercourses, tidal waters and the marine/harbour environment and recording of appropriate inspections Knowledge of working along multiple coastal terrains and recording appropriate changes/movement to the coastline Knowledge of factors affecting flood risk, management and maintenance of bodies of water Experience of working in confined spaces and awareness of the Confined Space Regulations	 ✓	✓ ✓
Assessing structural condition, identifying critical defects, recording and reporting inspection findings and scheduling maintenance works as required.	Knowledge of the behaviour of structures and ability to recognise and evaluate structural defects including maritime Registered with the Lantra Bridge Inspector Certification Scheme	✓	✓
Investigating and identifying technical solutions for specific maintenance defects. Collating information and preparing cost estimates, contract drawings and documents for the procurement of routine maintenance works. Supervision of repairs.	Familiarity with methods of measurement and preparing bills of quantities Experience of preparing drawings and specifications Experience in AutoCAD Knowledge of GIS software packages Experience in the role of a Supervisor under the NEC3 suite of contracts	 ✓	✓ ✓ ✓ ✓

Role Profile

Assisting in procuring and supervision of specialist services such as site investigation, flood risk and environmental surveys and materials testing.	Knowledge of methods of obtaining information from surveys		✓
Preparing risk assessments in relation to design solutions and routine activities, such as inspections, and contribute to development of pre-construction health and safety information and completion of health and safety files, in order to ensure compliance with Council procedures and all appropriate health and safety legislation.	Experience of preparing risk assessments and health and safety information packs		✓
CLERK OF WORKS - TRANSPORTATION DEVELOPMENT MANAGEMENT			
Providing site inspections at key stages; on an ad-hoc basis; and as requested by the developer. Providing confirmation that the drawings and conditions are being complied with until substantial completion.	Understand the importance of maintaining good site records and recording time spent on site for the purpose of raising invoices to recharge developers for the Council's costs of inspection on the basis of time spent on site		✓
Ensuring all works are carried out in accordance with approved Construction Consent/ Technical Approval drawings and specifications and that all British Standards, Codes of Practice and other associated regulations are adhered to.	Experience of the inspection of road construction works and identifying faults and unacceptable works		✓
Carrying out regular inspections on materials, workmanship and monitor working methods. Advising developer of unacceptable works and identifying remedial works.	Hold a CSCS card at the appropriate level		✓
Liaising with and carrying out instructions from the Line Manager on works covered by Roads Construction Consents and Technical Approvals.			
Providing technical advice and information on road construction works.	Ability to work without supervision and suggest solutions to identified faults and unacceptable works	✓	
Providing assurance that Fife Council as Roads Authority is not adding substandard works to the List of Public Roads.			
CLERK OF WORKS – ROADS AND LIGHTING CONTRACTS			

Role Profile

<p>Advising the contractor of defects.</p>	<p>Understand the importance of maintaining good site records.</p> <p>Experience in the role of a Supervisor under the NEC3 suite of contracts</p> <p>Hold a CSCS card at the appropriate level</p>		<p>✓</p> <p>✓</p> <p>✓</p>
<p>Assisting in procuring and supervision of specialist services such as site investigation and materials testing.</p>	<p>Knowledge of methods of obtaining information from surveys</p>		<p>✓</p>
<p>CLERK OF WORKS – CONSTRUCTION</p>			
<p>Perform the duties of a Clerk of Works to support service delivery across a range of construction activities.</p>	<p>Experience working as a Clerk of Works in the construction industry</p>		<p>✓</p>
<p>Carrying out regular inspections on materials, workmanship and monitor working methods to ensure all works are carried out in accordance with approved drawings and specifications. Ensure that all British Standards, Codes of Practice and other associated regulations are adhered to.</p>	<p>Knowledge and awareness of the methods and materials used in the construction and maintenance of civil engineering and construction works.</p> <p>Experience of reading drawings and ensuring work is carried out in accordance with these drawings and ability to recognise and evaluate defects on site.</p> <p>Experience of inspection and/or supervision of civil engineering and construction works</p> <p>Hold a valid driving licence</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Maintaining documentation, e.g. records, drawings, specifications, site inspections, work progress, weather conditions, site conditions both manual and computerised as appropriate, ensuring they are stored correctly. Providing information to others as appropriate and providing technical advice and information on construction works.</p>	<p>Knowledge of Construction (Design & Management) Regulations and Health and safety Legislation.</p> <p>Knowledge of appropriate Standards and Legislation applying in the construction industry.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>