ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	**Housing and Safer Communities**	**POSTHOLDER**
SECTION	**Repairs and Investment**	**GRADE PO1**

POST DESIGNATION (TITLE) Clerk of Works

Purpose of job

To be responsible to the Senior Building Surveyor for: -

i) The provision of the Clerk of Works services to the Project Manager, Contract Administrator and Principal Surveyor for all projects or schemes of works.

ii) The provision of survey and quality inspection services for ad-hoc works as required.

iii) To ensure that works are carried out to a high standard in accordance with specification and high residents' satisfaction.

iv) To ensure that handovers are free of defects and completed to a high standard.

v) To deputise for the Building Surveyor as required.

Main duties.

1. To assist in identifying properties for inclusion into Work Packages.

2. To carry out on-site inspections and provide a report to the Project Manager detailing non-compliant work.

3. Overall responsibility for ensuring works comply to the specification, regulations, and the agreed acceptable standard and instruct contractors to remedy any failing works.

4. To undertake Stock Condition Surveys using both PDA (Hand held device), or standard survey sheet Proforma's including liaison with the Data and Programme Manager.

5. Carryout inspections during the construction phase and post inspection of completed works, to ensure work is completed to a high standard and conforms to specification, including materials and quantities, health and safety standards and contract conditions and specifications. Instruct contractors to undertake remedial action.

6. To work with contractors on site in accordance with the Council's Standing Orders, directorate procedures and Technical Standards.

7. To check attendance of operatives engaged on the works and investigate any unexpected absences

8. To ensure that contractors/sub-contractors comply with the Council's policies and procedures and Technical Standards and to record any infringements to the Contract Administrator. Regular meetings with the contractor to ensure that Surveyors' and Structural Engineers' instructions are clearly understood and carried out and provide clarity where required.

9. In conjunction with the Contract Administrator to liaise with statutory authorities and public utilities on services affected by construction.

10. To carry out site inspections and assist Building Surveyors in the preparation of specifications and feasibility studies/scope of works.

11. Assisting in preparation of Schedules of different work elements, including identifying and agreeing measurements and quantities

12. To provide regular reports on the progress of the works and KPI's to the Project Manager.

13. To direct contractors as required in accordance with the contract's provisions and to the instructions given by the Contract Administrator to ensure effective delivery off all projects.

14. To liaise effectively with the Contract Administrator as assigned including determining acceptable standards to meet contract requirements.

15. To carry out Health & Safety monitoring checks on site against a Corporate checklist of Construction site safety criteria.

16. To complete and maintain records as required by directorate procedures and ensure that all essential matters relating to the works are recorded on a weekly basis.

17. To inspect work in progress, deliveries of materials to site and special works to ensure conformity to contract documents/special instructions, referring discrepancies to the contractor and Contract Administrator.

18. To advise on materials, construction details and samples as required and to test, and submit for test, materials scheduled for testing in the contract.

19. To investigate and report on complaints during the works and defects liability period.

20. To prepare as directed by the Contract Administrator schedules of partially completed works and inventories of plant, equipment and materials on site, advising of security requirements.

21. To inspect and prepare schedules of defects and re-inspect as necessary to ensure that satisfactory remedial work has been carried out prior to handover.

22. Issue and validate variations for completed works, as deemed appropriate by the Project Manager, to ensure efficiency, budget monitoring and value for money for planned works.

23. Liaise with colleagues in Planned Works, Repairs and Investment, Tenancy and other Housing and Council departments to ensure effective delivery of all Programmes

24. Advise tenants and leaseholders on alterations and improvements, approving proposals, setting conditions and taking account of landlord obligations. Escalate contentious issues to Tenancy services.

25. To attend site, tenant liaison and other meetings as required.

26. To be familiar with legislative, technical and procedural changes and developments.

27. Drive positive customer sentiment and achieve high levels of customer satisfaction by ensuring excellent communication with residents and key stakeholders to promote the service and support high levels of awareness and good customer engagement.

28. Prepare reports and briefings on property related matters for internal use.

29. Respond to correspondence, members complaints, liaising with tenants, members and other Council departments as appropriate.

30. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

31. Carry out duties with due regard to the council's customer care, equal opportunities, information governance, data protection/GDPR and health and safety policies and procedures.

32. To undertake any other work appropriate to the level and general nature of the post's duties.

33. In connection with the "Works" to act as Expert Witness at Litigation and Tribunal Proceedings, including providing Witness Statements.

34. To carry out all duties with due regard to the provisions of health and safety regulations and legislation, the Council's equal opportunities, energy and environmental and customer care policies, and the New Technology agreement.

Designation of Post to which Post-holder normally reports:

Senior Building Surveyor