



**JOB TITLE: Clerk of Works (Mechanical/Electrical Engineering)**

**Band: 6**

**JOB OVERVIEW**

The post holder will assist the Capital Planning Team to provide effective delivery of the building and engineering provisions within projects and schemes with particular emphasis to quality, risk and time. Inspecting and monitoring the progress and quality of the works throughout all stages of construction and to ensure compliance with the requirements set out in the contract documentation, specification drawings are being followed correctly. They will;

- Oversee the quality and safety of work on a construction site, making sure that building plans and specifications are being followed correctly. Liaise with senior managers within the service groups/divisions of the health board, external bodies/agencies, other health boards and internal customers, contractors and design consultants on specialist technical issues that are complex/highly complex. Effectively liaison between health board and contractor personnel to ensure the integrity and validity of construction works undertaken are maintained to the highest standard.
- Act as a link between the contractor and the health board staff and to provide required information to all parties concerned in an efficient and timely manner. To ensure compliance with requirements of contract documentation and to notify the Project Manager of any potential issues as soon as possible, so as to ensure the seamless continuity of works being undertaken.
- Undertaking inspections of construction works in progress across both major and minor works that are procured using various forms of construction contract management principles. Monitor, record and report the progress of mechanical/electrical and building services contractors working on site as part of the Health Board's capital project planning team. To assist in the monitoring of and report upon, the compliance of contractors working on Health Board sites/buildings in relation to Health and Safety legislation and technical competence.

**Responsible to:**

<b>Reporting:</b>	<b>Accountable:</b>	<b>Professionally:</b>
Senior Project Manager	Senior Project Manager	Assistant Director- -Capital Planning

## Main Duties & Responsibilities of the Job

You will undertake regular site visits and inspections, updating the project and contract leads on progress, quality and verifying compliance with contractual drawings, specifications, project plan, warranty standards and employer's requirements. Work will also include; identifying discrepancies, preparing written reports with supporting photographs at weekly intervals, organising, snagging, and end of defect inspections and witnessing commissioning.

You will undertake activities on site that ensures quality control of works and site operations in line with contract requirements and may be asked to undertake other quality, health and safety and compliance checks requested by the project or contract lead as the projects develop.

### Communication

- Consult with building contractors, reading and interpreting drawings, issuing daily, weekly or monthly site reports, researching technical data and be working as part of an existing team and be able to use Microsoft Office software to prepare specific reports under the direction of the individual project and contract leads.
- To attend and report on site meetings.
- Contribute as part of a scheme design team providing information and guidance based on knowledge and experience.
- Escalate breaches of safety regulations or CDM regulations to the immediate attention of the main or sub-Contractor. These are also to be referred to the Project Manager.
- Provide advice and guidance on British Standards as well as HTM's applicable to the scheme.
- Liaising with the Estates Officers for service shutdowns and providing permits to work where necessary. The Site Works Officer will endeavour to ensure that the Contractor provides adequate notice of requirements (7 days).
- Liaising with Contractors at various stages of the construction process and undertaking all necessary inspections, witness testing, receiving notices of closure etc. and accepting any phased completions on behalf of the Health Board.
- Preparation and presentation of reports on scheme progress. This will require specialist knowledge of the build process and the ability to interpret complete technical drawings and determine progress against those drawings. Monthly Reports will be issued to inform Project manager Reports and issued to the Assistant Director- -Capital

Planning.

### **Planning, Policy, Monitoring & Inspection**

- Inspection and monitoring the progress and quality of works throughout all stages of construction and confirming compliance with the specifications set out in contract documentation. This will require the post holder to visit each work site at frequencies and durations appropriate to the stage of construction and produce appropriate reports and complete project documentation.
- Familiarisation with the drawings and specification of the contract and will participate in the resolution of any anomalies with the Contract Administrator and the Contractor. This will require the technical expertise and experience to enable the Clerk of Works to liaise with Contractors and specialists on the detailed requirements of the project. These anomalies will be entered as appropriate into the issues.
- Undertake the role of Project Manager (PM) on small engineering/infrastructure related programmes/schemes.
- Review the mechanical/electrical and services contractors weekly and other short-term programmes and advise the Contract Administrator/Project Manager of findings.
- Implement Health & Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely.
- Ensuring all works are undertaken by the Contractors in accordance with current legislation, Health and Safety requirements and Health Board policies and procedures as they relate to the works scheme.

### **Research & Audit Compliance**

- Undertaking dilapidation surveys immediately prior to the Contractor assuming responsibility for the site. The survey will be undertaken as a joint exercise with the Contractor's representation. Copies of the report will be provided to the Contractor, Project Manager and the nominated Estates Manager.
- Lead and/or assist in carrying out mechanical/electrical surveys, witness or carry out test inspections and also notify any defects
- Monitor the quality of work as it progresses to ensure that it complies with the drawings/specification and good industry practice. Issue remedial work notices immediately to the mechanical/electrical and services contractors

should materials or workmanship fall below the required standard and bring such matters to the attention of the Contract Administrator/Project Manager.

### **Finance and Physical Resources**

- Maintenance of a weather log and reconciliation of Contractor's claims against their log.
- Maintenance of a record of all day works undertaken by the Contractor, all day works will be verified for payment by the Clerk of Works.
- Undertaking all necessary checks on 'As Fitted' documentation including the accuracy of as fitted drawings prior to scheme handover.
- Undertaking the NEC Supervisor Duties and Clerk of Works duties in full compliance of a quality assurance system.

### **Leadership, Management & Training**

- Being professionally up to date and to be actively aware of technical developments in the building/engineering fields. Undertaking continuing professional development to maintain the competency requirements of the post.
- Organising onsite training and familiarisation for all technical staff and users as necessary. This will require close liaison between Health Board staff and Contractor's staff.

### **Information Resources**

- Maintain a daily diary of the progress of the works, mechanical/electrical services contractors' site resources, site visitors, weather conditions, delays and record any other matter relevant to site operations. Issue diary sheets to the Contract Administrator/Project Manager.
- Inspect and record all works undertaken by the mechanical/electrical services contractors which are to be covered up and confirm compliance with the specification.
- Ensuring all handover documents (O&M etc.) electronic systems are complete and maintained

- The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder

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Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>Professional knowledge acquired through degree and specialist knowledge, or equivalent level of knowledge acquired through courses &amp; experience to postgraduate level</p> <p>A detailed working knowledge of mechanical/electrical engineering services and Health Technical Memorandum and Health Building notes and have basic knowledge of the NEC contract form</p> <p>In-depth knowledge of the construction industry. Working knowledge of Health Technical Memorandum's (HTM's)</p> <p>Willing to undertake Health Board mandatory and non-mandatory training &amp; ISO 14001 Environmental Management</p> <p>Thorough understanding of mechanical and electrical engineering systems and equipment.</p>	<p>The post-holder will be required to demonstrate a willingness to gain professional or technical qualifications as deemed appropriate and necessary by the Senior Project Manager.</p> <p>Participate in appropriate on-going training and agreed as desirable, be prepared to devote time to obtaining an appropriate and additional qualifications commensurate with the responsibilities of the post.</p>	<p>Experience in construction site management.</p> <p>Sound knowledge of Building Regulations.</p> <p>Experience of constructively challenge current working practices.</p>	<p>Significant experience of providing Clerk of Works function on capital schemes or equivalent.</p> <p>Experience of working in healthcare services would be advantageous.</p> <p>Working knowledge of Microsoft Project.</p>
Essential Aptitude and abilities	Desirable	Other Essential Criteria	
<p><b>Adhere to and can demonstrate SBU Values &amp; Behaviours</b></p> <p>Ability to maintain focused on the provision of a quality product for the Health Board working methodically and to strict deadlines.</p> <p>Ability to problem-solve ability to liaise with staff at all levels excellent written and oral communication skills. IT skills in Microsoft Office Suite.</p> <p>Good organisational and project management attention to detail skills.</p>	<p>Welsh Speaker (Level 1)</p>	<p>Able to travel to other sites to undertake duties (not necessarily by public transport) and can expect to work within any property owned or leased by the Health Board.</p> <p>Commitment to working the hours to fulfil the job including flexibility of working where required. Good level of fitness and a head for heights. Computer literate with a working knowledge of Microsoft Office, Project and AutoCAD.</p>	

## Organisational Chart

