UNIVERSITY OF WARWICK

Job Description

Job title	Clerk of Works
Department	Estates – Maintenance
Grade	FA6

Job purpose (a brief summary of the role)	Under the direction of the Team Leader assume responsibility for ensuring the delivery site works in accordance with approved standards, specifications and schedules
Duties and responsibilities	Accept responsibility for the supervision of the implementation of construction works ensuring the use of correct materials and workmanship resulting in quality of work and value for money for the University: • Be familiar with all relevant drawings, specifications and contract instructions to be used as reference when inspecting site works • Make visual inspections for quality control purposes and where necessary and in accordance with contract procedures take measurements, samples for testing, and request opening up works to ensure specified standards are adhered to • Establish the requirements of statutory legislation relevant to the implementation of the work and monitor and/or obtain approvals from the appropriate authorities • Receive the project plan at the commencement of the project and monitor performance against plan, escalating variances to Contract Administrators / Managers • In collaboration with Project Managers and CDM Coordinators assess the contractors proposals for methods of work and advise where amendments are required • Act as an approver for the Estates permit to work system • Work in collaboration with the appointed contractors advising (not instructing) on working methods and details and escalating issues to Project Managers as they arise, where corrective instruction may be required • Keeps detailed records of activities and conditions during implementation of the work. Records may include: - Progress and delays, including photographic records - The number and type of workers employed - Weather conditions - Visitors to the site - Drawings received - Deliveries - Instructions - The details of any significant events including serious deficiencies in health or safety performance observed while on site • Where required provide formal ‘clerk of works’ reports to contract progress meetings • Co-ordinate and disseminate information to all necessary parties, ensuring all Health and Safety at Work (HASAW) regulations are fully complied with (CDM, COSHH etc.) • At the completion of projects conduct inspections, testing and witnessing of completed work, recording defects, unfinished work and work not in accordance with specification for issuing with formal contract instructions

	• Where appropriate oversee the building commissioning process and assist the Project Manager in ensuring a fully integrated managed transition from delivery to operational phase. Liaise closely with the estates operations teams in this respect. • In collaboration with the Associate Director – Energy & Infrastructure, ensure, where appropriate, assist the completion of the Post Project Review process is completed for all relevant capital and other major projects in accordance with HEFCE and HEQDF guidance

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A construction related degree or Higher Technician qualification or equivalent technical qualification in a construction related discipline	A
E2	Commitment to continuing professional development	A & C
E3	Extensive experience in a site based supervisory position	A & C
E4	Extensive experience of construction implementation probably as a tradesman supervisor and manager. Experience in a 'client side' or consultancy environment	A & C
E5	Competency in: a) The use of construction contracts and their administration b) Construction technology, building design and specification (including National Building Specification (NBS)) c) Construction legislation including health and Safety, as client, designer and principal contractor	A & C
E6	Working knowledge of: d) Building services and controls systems e) AutoCAD f) IT based project planning and reporting systems (MS Office suite)	A & C
E7	All-round knowledge of the construction process probably underpinned with expertise in a discipline specialism	A & C
E8	Excellent interpersonal and communications skills, with the ability to explain/present complex information	A & C
E9	Ability to motivate, develop and encourage performance in others and the ability to negotiate and persuade at project level	C
E10	Ability to form strong working relationships with the Estates team and with stakeholders, both internal and external	C
E11	Willingness to work flexibly, as and when required	A & C
E12	Ability to prioritise work under pressure	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Professional membership of an appropriate professional body (e.g. LICWCI, MICWCI or FICWCI)	A