



THE POST

Service:	Built Estate
Post:	Clerk of Works
Reference No:	P66239
Grade:	F
Reporting to:	Head of Buildings

Job Description

Main Purpose of Job

The post is for two days per week, in support of an existing three days per week Clerk of Works role. Although the same role, the days will not overlap. Both positions will likely include the same projects to provide a full week's cover.

Reporting to the Head of Buildings in the Buildings team, this post-holder is responsible for the provision of site inspection services and quality control for one or more major capital projects within the University's Infrastructure Strategy. Such projects will include the construction of the Project North Park (c.£70m), which is the flagship project within the University. In addition, the Clerk of Works may be required to provide a similar role for other capital projects at the University.

The post holder is required to check working drawings and contractors proposals to ensure that they comply with the contract documents and any other employer requirements; undertake site inspection of materials and works and ensure that building projects are constructed to the required quality within the required time frame.

Main duties and accountabilities:

(1) Technical

- a. Undertake site inspection of materials and works for major and minor construction projects including design and build contracts.
- b. Check Contractors' Proposals and other tender documents and advise on compatibility with the Employers Requirements. Advise on plans and proposals for the project design as the scheme progresses.
- c. Ensure compliance with the contract documents, relevant legislation and regulations and best practice; in the day to day running of the site, use of plant and materials, and construction of the works.
- d. Study plans and advise on site control.
- e. Keep and maintain accurate site records, prepare and write regular progress reports as required by the Project Manager.
- f. Issue observation/query sheets and site instructions (if appropriate).
- g. Undertake regular site spot safety checks and report issues to site agent for correction and notify the Project Manager.
- h. Check and, where appropriate, sign contractor's weekly record sheets.
- i. Liaise with other professional colleagues as necessary.
- j. Attend site and other meetings as required.
- k. Compile lists of defects and ensure contractor carries out remedial works.
- l. Monitor defects during the defects liability period.
- m. Assess feasibility of future projects.
- n. Review the health and safety file on completion of the project.
- o. Provide input into a post-tender evaluation of each project.

(2) Planning and Management

- a. Plan and manage own workload, to take into account the stages of construction programme, liaising with other members of project team and Estates, with minimal reference to the Head of Buildings.
- b. Agree and plan to provide adequate cover with other Clerks of Works (including electrical and mechanical), in their absence.

(3) Other

- a. Report to the Head of Buildings on a regular basis on the progress on site and quality control issues.
- b. Act as mentor to junior members of staff, work experience students.
- c. Available as out of hours contact regarding capital projects in the event of an emergency. From time to time, undertake some working where the demands of the project programme require an on-site presence during weekends/evenings.
- d. Once the post-holder has become accustomed to University procedures and practices, you may be required to participate in an emergency call-out rota in operation out of normal working hours. If you do participate in the emergency call-out rota you will be paid an additional call-out allowance.
- e. The post-holder must be willing to work additional/unsociable hours as required by the demands of this position. Overtime is not payable, agreed time off in-lieu is offered. The post-holder may be required to participate in a work rota to cover between 8am to 6pm, for their respective days.

(4) Decision making

- a. Decisions relating to the site inspection of projects, including urgent health and safety issues and on site quality control.

(5) Planning

- a. The post-holder is responsible for the planned implementation of his own workload. He is also expected to plan with other members of the Clerk of Works team workload cover for the whole team.

(6) Contacts

- a. The Clerk's of Works main internal contacts are with members of Estates, members of the Project Working Groups, Directors of Buildings and School Managers, members of Event Exeter. External contacts include contractors, sub-contractors, consultants and suppliers. There may also be contacts at Government and statutory organisations.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

The qualifications, experience and skills required for this post are:

- Substantial practical experience as a time-served craftsman, of working at a supervisory level and of working as a Clerk of Works on major construction projects, including design and build
- Member of the Institute of Clerks of Works, or have successfully completed a course of study allied to relevant practical experience that would be appropriate for membership of that Institute
- Be educated to BTEC/ONC level in a building/construction subject
- Have a good working knowledge of the Building Regulations, CDM regulations and other relevant health and safety legislation and standards, the construction process, project programming and resource planning
- Have the ability to relate to and build a good working relationship with professional colleagues, University staff and clients, external consultants and contractors
- Ability to deal tactfully but firmly with contractors to ensure all work is carried out to the contract specification
- Flexible attitude and able to work on own initiative
- Ability to work under pressure and meet strict deadlines
- Practical and methodical approach combined with good organisational skills
- Ability to use and/or experience in use of Microsoft Project, Excel and e-mail
- Have a current, clean driving licence and own a road-worthy car that must be available for use on University business
- Willing and able to inspect construction works at all levels (including use of ladders) and across uneven terrain
- Have basic IT skills using Microsoft Outlook, Word and Excel
- Good level of numeracy and written English

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.