



JOB PROFILE

1. JOB IDENTITY

POST TITLE:	Clerk of Works	DEPARTMENT:	Property Assets
REPORTS TO:	Senior Property Services Officer	GRADE:	6

2. JOB PURPOSE

- To ensure that the work in all building contracts and planned maintenance programmes are carried out properly and in accordance with Technical Standards and Castlehill's specifications / requirements. Building contracts may include conversion, new build and major repairs (planned maintenance programmes) to existing properties.
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives.

3. MAIN DUTIES

- Inspection of day-to-day works on planned maintenance programmes for quality control, technical and material compliance and tenant satisfaction.
- Liaise with tenants, relatives and Castlehill staff to give timely information about forthcoming programmes. On site, answer tenants' queries and investigate any tenant complaints fully.
- Liaise with Castlehill Property Services and Housing Officers to keep them informed about works and progress. Involve the relevant Property Services Officer in initial snagging/inspection visits, taking forward any issues or concerns they raise.
- Collation of day-to-day activities, meetings and inspections and duties of a general administrative nature. Maintenance of contract documentation, inclusive of instruction and issue. Preparation of progress and other project associated reports.
- Attendance at site meetings and progress meetings, as required.
- Ensuring compliance of all planned maintenance programmes with relevant specifications, drawings, details, best practice and good workmanship and inform the contractor/architect of anything unsuitable for the work as specified, or any defects.
- Settle minor problems of detail arising on site, to ensure that the work proceeds in an effective, workmanlike and economical manner and to give directions to the contractors.
- Provide feedback reports to line management, Consultants on progress, quality of works, contractors' performance and any problems of a significant nature.
- Assist with the collation of handover documentation and verification of drawings when required. Ensure that all documentation, keys, etc relevant to the handover are available to the Housing Officer.
- Carry out visits to new and existing tenants to advise and assist in the use and understanding of heating, ventilation systems etc.

- Carry out snagging inspections, advise contractors of defective works, monitor contractor performance in rectification of snagging defects.
- Detailed review of drawings and specification and providing comments, recommendations and alterations
- Following up fire risk assessment actions
- Participate in procurement exercises for various planned maintenance contracts.
- Any other duties as may reasonably be required.

4. QUALIFICATIONS & TRAINING

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| ESSENTIAL: | <ul style="list-style-type: none"> • Building qualification (e.g. time served with certification, or SVQ etc), or Surveying qualification (e.g. HNC) • CSCS Card • Site Safety Supervisors Training Scheme |
| DESIRABLE | <ul style="list-style-type: none"> • VR2 in Gas Safety Awareness • Fire Door Inspection Scheme Diploma • EPC Surveyor |

5. EXPERIENCE

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| ESSENTIAL: | <ul style="list-style-type: none"> • Significant experience on building sites working within a similar role • Experience of running planned maintenance and new build contracts, with experience of liaising with contractors and property occupiers |
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6. KNOWLEDGE & SKILLS

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| ESSENTIAL: | <ul style="list-style-type: none"> • Significant practical and theoretical knowledge of building construction and maintenance • Ability to work with contractors to ensure the Association's requirements are met • Ability to work as a team player as well as independently • Ability to work effectively with tenants and other stakeholders • Understanding of customer care focus • Excellent communication and organisational skills • Comprehensive knowledge of Health and Safety issues affecting building constructions sites and upgrading of housing stock. • Good IT skills |
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- Good report and letter writing skills
- Excellent attention to detail with the ability to review and comment on drawings, contract documentation and technical specifications

7. ADDITIONAL REQUIREMENTS

<p>CRIMINAL RECORD CHECKS</p>	<p>Basic Disclosure Check This post requires a Basic Disclosure Check. A confirmed offer of employment will be subject to a satisfactory outcome of this pre-employment check.</p>
<p>DRIVING</p>	<p>Essential Car User It is an essential requirement for this post that the employee holds a current, valid driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, this post is designated as an essential car user and will be entitled to receive a monthly car user's allowance and mileage payments. Should the employee's driving licence be withdrawn for any reason, it may be necessary to terminate the employee's appointment.</p>