


JOB DESCRIPTION 	
JOB TITLE: Clerk of Works	REPORTS TO: Architect
DEPARTMENT: Development LOCATION: On Site and the Majority of projects will be based in the Mid Ulster/Greater Belfast area but some may be located in other areas in Northern Ireland.	RATE OF PAY: £34,723 to £38,296 per annum
DATE: Oct 2022	REVIEW DATE: Oct 2023
ROLE PURPOSE: Ensure that building works are constructed in accordance with drawings and specification and that quality of workmanship on site is of an acceptable standard. Ensure that handover for schemes are completed in accordance with Apex's standard policies as set out in Apex's QA system. Ensure that Apex's interests are being served on site. (A company van and a laptop and phone will be provided)	
Key Area	Key Activities
<u>Pre-Project Preparations</u>	<ul style="list-style-type: none"> • Be familiar with and understand the following: <ul style="list-style-type: none"> ○ Tender documents including drawings, specifications and bill of quantities / activity schedule; ○ Building Control Standards; ○ British Standards; ○ Housing Association Guidelines (HAG) particularly regarding Secure By Design and Lifetime Home Standards; ○ CDM Regulations including Construction Stage Health & Safety Plans; ○ Apex Quality Assurance (QA) system. • Study list of documents that are required to be compiled by Contractor or Developer on site to ensure compliance with Environmental Legislation and Funding Requirements. • Check coordination between mechanical, electrical and general layout drawings. • Understand the Contractor's Programme of Works and inform the Project Architect or Employer's Agent of any potential difficulties in proposed Programme of Works. • Establish lines of communication with Project Architect/ Employer's Agent and Contractor's / Developer's supervisory staff. • Establish working procedures with Project Architect / Employer's Agent (D&B delivery) • Set up Site Diary and establish extent of information that Project Architect / Employer's Agent requires.
<u>Typical Site Duties</u>	<ul style="list-style-type: none"> • Examine work in Contractor's, subcontractors' and suppliers' premises as required by Project Architect / Employer's Agent. • Monitor work with reference to the programme and report on progress on site at site meetings. • Submit weekly reports to Apex's In-house Architect. • Meet with Project Architect / Employer's Agent on site on a weekly basis and attend all technical meetings and site meetings. • Report on health and safety matters at site meeting. • Check the effects of proposed variations on relevant trades and services for discussion with Project Architect / Employer's Agent.

	<ul style="list-style-type: none"> • Maintain an up-to-date set of drawings and specifications on site. Liaise with Project Architect / Employer's Agent re any discrepancies within documents. Check that Contractor/ Developer is using an up-to-date set of drawings / specifications on site. • Witness tests required by the contract or instructed by the Project Architect/ Employer's Agent. • Check the quality of materials delivered to site and alert Project Architect / Employer's Agent and Contractor/ Developer if there are any issues with same. • Check the setting out of buildings and levels on site. • Discuss and establish with Project Architect / Employer's Agent quality of work required; check that quality is delivered on site • Provide technical support to the Contractor's / Developer's supervisory staff. • Liaise with: <ul style="list-style-type: none"> ○ Other members of Design Team on site with agreement of Project Architect; ○ Building Control Officer and other statutory inspectors. • Check coordination of works and trades on site • Report on Contractor's / Developer's compliance with Site Waste Management Plan • Maintain the following records : <ul style="list-style-type: none"> ○ Delays (reasons); ○ Weather records; ○ Site diary of events, register of drawings and file of site instructions/change orders received. • Take site photographs regularly and systematically, ensuring that they are date endorsed and acknowledged by Project Architect / Employer's Agent and Contractor / Developer at Site Meetings. • Liaise with Contractor/ Developer and Project Architect / Employer's Agent with regards to snagging on site. • Undertake any other duties that may reasonably be required by the Director of Development.
<p><u>General</u></p>	<ul style="list-style-type: none"> • Foster good working relationships with the general public and all appropriate external agencies • Update all manual and computerised records as required. • Provide input into the development, operation and updating of policies, procedures and systems within the Development Department. • Comply with the Association's policies and procedures relating to Fair Employment and Equal Opportunities and ensure a neutral working environment is maintained at all times. • Ensure compliance with Data Protection legislation, policies and procedures in relation to the release of information. • Implement the Associations policies, procedures, codes and initiatives with regard to customer care and health and safety. • Respect the confidentiality of all information received as a result of the post-holders duties. • Attend meetings and training at various locations as and when required
<p><u>Miscellaneous</u></p>	<p>Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</p> <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>