

STRATEGIC OBJECTIVES OF THE UNIT

To enable and maintain investments in infrastructure through the construction, maintenance, refurbishing, upgrading and equipping of education facilities.

JOB PURPOSE

The Clerk of Works is responsible for monitoring and reporting on all technical matters related to construction works and recording of the related information.

KEY OUTPUTS

- Perform duties in accordance with the Contract and Bills of Quantities.
- Construction works monitored to ensure conformance with the Contract Documents and Bills of Quantities.
- Individual work plan
- Reports
- Site Instructions
- Site Diary

KEY AREAS OF RESPONSIBILITY

Technical /Professional Responsibilities

- Conduct daily on-site inspections and spot checks of work in progress.
- Examine all material and workmanship for proposed use on the construction site and reject once authorised to do so.
- Ensure that tests which are required by the Contract Documents are conducted, witnessed and recorded.
- Receive samples which are required to be furnished at the job site and record details accordingly - date received and from whom.
- Permit the installation of material and equipment for which drawings are required.
- Inspect construction works and prepares preliminary listing of outstanding items for review before Sectional or Practical Completion.

- Assist in preparing a defects list and items for correction.
- Consider and evaluate suggestions or modifications which may be submitted by the Contractor.
- Advise when the construction works or sections have been completed and are ready for inspection.
- Prepare and submit weekly reports confirming that activities are undertaken.
- Issue site instructions as required and copies the Infrastructure Manager.
- Assist as required, the Quantity Surveyor in measuring the works to be used for processing of contractors' claims.
- Measure and record all variations and claims.
- Identify and advise the Infrastructure Manager and Quantity Surveyor of incorrect measurements in the Bills of Quantities.
- Assess and report on environmental damage adjacent to property which is caused by the construction.
- Sketch and measure any area required for modification by the Infrastructure Manager

Management/Administrative Responsibilities

- Accompany visitors on site visits; record and report the outcome of these inspections.
- Convene meetings with the Contractors' site representatives.
- Attend all site meetings and report to the Infrastructure Manager where necessary.
- Maintain at the site office all documents needed for the administration of the construction.
- Maintain accurate records of all site activities including keeping a site diary.
- Record all deliveries of building materials to the site.
- Record names, addresses and telephone numbers of all Contractor's key personnel.
- Maintain accurate records of all the works carried out and review daily returns of Contractor.
- Submit weekly progress reports including photographs of site activities.
- Perform any other related duties as assigned from time to time.

Other

- Undertakes other related assignments as directed

PERFORMANCE STANDARDS

- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared within the agreed timelines and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties
- Construction sites effectively monitored
- Execution of projects effectively monitored
- Required reports are comprehensive, accurate and submitted within the given time frame
- Key deliverables produced within agreed timeframes and at required standards
- Problems recognized and corrective action taken/escalated speedily
- Reports are accurate and submitted within given timeframe
- Established targets are consistently achieved.

Internal and External Contacts (specify purpose of significant contacts)

Within the National Education Trust and the Ministry of Education & Youth

Contact (Title)	Purpose of Communication
Team members – Infrastructure Management	Guidance/Collaboration
Schools	Advice/collaboration/information exchange
Regional Education Officers	Collaboration/consultation where necessary

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Contractors/sub-contractors	Consultation/collaboration/information exchange

REQUIRED KEY COMPETENCIES

Core

- Detail-oriented
- Be persuasive and diplomatic while remaining independent
- Ability to demonstrate integrity, confidentiality and professionalism.
- Ability to communicate effectively in writing and orally.
- Excellent interpersonal skills with the ability to work well in teams.
- Good time management and organizing skills
- Good judgment and initiative and flexibility

Technical

- Possess working knowledge of the building industry, including material, trades, methods and legal requirements
- Keeps up to date with changes in construction methods, legislation and industry standards
- knowledge of project management methodologies
- Knowledge of new methodologies in the construction industry including Green Building Technology

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Construction Management or equivalent in Structural Engineering from the University of Technology or any other recognized tertiary educational institution
- Minimum of five (5) years' experience in a similar capacity on other projects
- Knowledge of Occupational Safety and Health standards

AUTHORITY

- To Issue site instructions as required within agreed remit

SPECIAL CONDITIONS

- Required to travel to and work on construction project sites island-wide which may be dusty and hazardous
- May be required to work beyond normal hours to meet deadlines
- Possession of a valid Driver's Licence and a reliable Motor Vehicle

Salary Scale: \$2,803,771 - \$3,770,760