



**GLOUCESTER**  
**CITY COUNCIL**

**SERVICE UNIT:** REGENERATION STRATEGY & DELIVERY  
**SECTION:** PROJECTS AND MAINTENANCE SERVICE  
**JOB TITLE:** CHARTERED CLERK OF WORKS / SITE INSPECTOR  
**GRADE:** TBA  
**POST NO:** TBA  
**REPORTS TO:** PROJECTS & MAINTENANCE SERVICE MANAGER  
**SUPERVISORY RESPONSIBILITY FOR:** N/A

**JOB PURPOSE:**

To ensure Construction work is carried out to the client's standards, specification and schedule on a range of Construction Contracts. In most cases, the specifications are prepared by architects, surveyors or engineers employed by the client. The Clerks of Works will make sure through vigilant inspection and supervision that the correct materials and workmanship are used and that the client is given quality work and value for money.

**DUTIES AND RESPONSIBILITIES**

- A Inspects works being undertaken by Contractors through: -
- becoming familiar with all the relevant drawings and written instructions, checking them, using them as a reference when inspecting the work to ensure that the construction throughout is sound.
  - making visual inspections and keeping (photographic) records.
  - taking measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards.
  - being familiar with legal requirements and checking that the work complies with them.
- B Agree minor changes with the Contractor's Site Agent / Manager in charge of the site in liaison with the Architect / Supervising Officer provided that it could not be interpreted as an instruction, particularly if this would lead to additional expense.
- C Liaise closely with the Contractor's Site Agent / Manager in charge of the site ensuring independence is maintained.
- D Keep detailed weekly records of various aspects of the work, to be put together in regular reports for the architect or planner and the client. Records include details of:
- progress and any delays
  - the number and type of workers employed
  - weather conditions
  - visitors to the site
  - drawings received

*job description*

- deliveries
  - instructions
  - any significant events including any serious deficiencies in health or safety performance observed while on site.
- E Witnesses setting out and checks soil conditions with contractor and checks drawings in advance of requirements.
- F Ensures adequate protection of the works.
- G Authenticates dayworks records as regards quantities of labour, plant and materials only.
- H Keeps records of weather conditions.
- I Supervises contractors undertaking general maintenance, alterations or additions to buildings.
- J Records 'As Built' information for record drawings.
- K Attends pre-completion inspections carried out by Architects, Surveyors, Consultants, Contractors and sub-Contractors.
- L Undertakes systemic preliminary inspections prior to practical completion and attends pre-handover and handover inspection of works.
- M Collaborates in pre and final inspections at end of defects liability period, including listing defects.
- N Works under the overall direction of the Projects & Maintenance Service Manger and the Senior Building Surveyor.
- O Undertakes health and safety management of the works in accordance with the appropriate duties and provisions of the Construction (Design & Management) Regulations 2007.
- P Attends Site and Public Consultation Meetings and gives reports when so requested.
- Q Prepares and presents expert technical evidence at Public Enquiries and in Court proceedings.
- R Undertakes other reasonable duties arising on a day-to-day basis to ensure the effective running of the service.
- S Observes and promotes the Council's core values and the equal opportunities policy in employment and service delivery in own and colleagues work.

**SIGNATURE OF SERVICE HEAD**

**POSTHOLDER RECEIVED**

**DATE APPROVED**

**DATE EFFECTIVE**



**Qualifications and training**

1. Recognised qualification in (construction) site inspection. The post holder will be a full corporate member (MICWCI) of The Institute of Clerks of Works and Construction Inspectorate.
2. Life-long commitment to continuing professional development and training to keep up to date with changes in construction methods and statutory legislation.
3. CSCS (**Black**) Management card holder or equivalent.

**Experience**

4. Evidence of a broad range of site inspection experience in both the domestic and commercial sectors, together with a minimum of 5-years post qualification experience at site supervisory level.
5. Evidence of an understanding of construction design and maintenance problems and associated issues and implementation of solutions in accordance with the specified works within budgetary and time constraints.
6. Track record of successful projects delivery measurable by submission of a Professional Portfolio.

**Knowledge, skills, abilities**

7. Ability to demonstrate a high level of numeracy, literacy and communication skills in order to keep accurate records and have good spoken and written communication skills including report writing.
8. Wide knowledge and understanding of the building industry, including knowledge of building contracts, materials, trades, methods and legal requirements and ability to check that the work complies with them.
9. Ability to read & interpret relevant drawings and written instructions, using them as a reference when visually inspecting the work on site.
10. Ability to establish an appropriate professional working relationship with the Contractor's on-site managerial staff with a good judgement, knowing when to insist on corrections, when to persuade or negotiate, and when to compromise while remaining independent.
11. Ability to carry through effective negotiations and achieve best value solutions.
12. Ability to manage own workload including efficient computer filing and liaison with Service Surveyors and Engineers to deliver projects to programme and within a demanding work environment.
13. Ability to be attentive to detail when checking work and materials, honest and vigilant to make sure that the work and materials meet the required standard, taking measurements and samples on site to make sure that the work and the materials meet the required specifications and quality standards.
14. Be physically fit and have a head for heights.
15. A willingness to promote and work towards achieving the key aims and strategic objectives of the Council.

**Behavioural anchors and corporate values**

- Enthusiasm, commitment and determination to achieve continuous improvement through change.
- High levels of energy and conscientiousness.
- Commitment to collaborative and team working.
- Set an example by acting in a professional manner at all times including wearing personal protective equipment when on a construction site.
- Complete customer focus.
- Commitment to connecting with our communities.
- Environmentally responsible.
- Forward thinking and innovative.
- Demonstrating drive and passion.