

St. Patrick's Comprehensive School, Shannon – Clerk of Works Job Description

General

The main duty of the Clerk of Works is to make sure the works are carried out to the standards, specifications and schedules as per contract documents and as specified by the Architect/Design Team. The creation and maintenance of detailed records of various aspects of the work is key duty, as is the regular reporting of all construction site activities as required by the architect and in format specified by the architect.

The Clerk of Works will perform the following tasks:

- Provide skilled assistance on the construction site on the instruction and direction of the Architect and other members of the Design Team.
- Interpret building plans, regulations and codes of practice to assist in the progress of the work, and proper methods and materials to be used.
- Become familiar with all relevant drawings, specifications, documents, and written instructions.
- Record building progress and variations from the design drawings or specifications and check that work proceeds according to the programme.
- Submit periodic reports and keep a diary of events, a register of drawings, file of instructions received, with relevant observations.
- Take measurements and samples on site to make sure that the work and the materials meet the specification and quality standards, and report on these to the architect as appropriate.
- Co-ordinate with and assist the Assigned Certifier in carrying out their duties under the Building Control (Amendment) Regulations 2013
- Co-ordinate with and assist the Assigned Certifier in carrying out the inspections as scheduled in the Inspection Plan prepared by the Assigned Certifier and Design Team as part of their duties under the Building Control (Amendment) Regulation 2013.
- Examine work in the contractor's, sub-contractors' yard as necessary
- Check drawings for errors, discrepancies and divergences and notify the architect.
- Witness tests required by the contract or instructed by the architect.
- Monitor the application of specified techniques.
- Inform the architect of non-confirming work.

- Notify the architect promptly of problems arising, decisions needed.
- Confirm oral directions to the contractor in writing with a copy to the architect.
- Check the effects of proposed variations on relevant trades, services.
- Liaise with specialist Clerks of Works, where appointed.
- Check co-ordination of work by trades on installation, ducting, routing etc.
- Check day work record sheets and record any wastage.
- Attend site meetings.
- Review as built records and drawings accuracy.
- Record delays and reasons for them.
- Take site photographs regularly and systematically, ensuring that they are date-endorsed and countersigned.
- On behalf of, as instructed by the architect, negotiate with main contractor and subcontractors, and report to the architect as appropriate.
- Generally verify that the design brief and quality standards are complied with on site.
- Other duties as described in the “Conditions for Employment for Clerk of Works”.

The Clerk of Works will have:

- A wide understanding of the building industry, including knowledge of materials, trades, methods, and legal requirements.
- The required formal qualifications appropriate to the position and acceptable to the Client.
- Excellent personal communication skills, for completing paperwork and compiling reports.
- Strong ICT skills to enable both reporting and access to documentation in electronic format.
- Accuracy and attention to detail.

- The ability to cope with working at heights and with the access routes and site terrain normally expected on a construction site.
- Knowledge of Building Control (Amendment) Regulations 2013.

2.0 Pre-Contract

Pre-Contract the Clerk of Works will:

- Study the architect's office procedure;
- Study the contract drawings and schedules and information produced by consultants and specialists;
- Study the programme for issue of further information;
- Study bills of quantities and/or specification;
- Study the health and safety plan for the project;
- Study the Inspection Plan prepared by the Assigned Certifier and Design Team;
- Study relevant British Standards and Approved Codes of practice etc.
- Establish lines of communication with the project architect, quantity surveyor, other consultants, other clerk of works and contractor's site supervisory staff;
- Clarify with the project architect the standards to be met under the contract;
- As requested, advise on material, construction details samples etc.
- Assemble the record documents supplied for use on site and clarify how they are expected to be used.
- As relevant, make contact with the local authority or other approved inspectors;
- Make arrangements for obtaining weather information;
- Visit the workshops of proposed nominated supplies and sub-contractors as appropriate and if required.

3.0 Documentation

The Clerk of Works will be supplied with access to the following documents in soft copy format:

- Form of building contract, incorporating any supplements or amendments;
- Contract bills of quantities (un-priced) and /or specification;
- Contract drawings and schedules;
- Inspection Plan prepared by the Assigned Certifier and Design Team as part of their duties under the Building Control (Amendment) Regulations 2013;
- 'numbered documents' or other information relating to sub-contracts;
- The Employer's health and safety policy requirements and the approved health and safety plan;
- Site diary;
- Report forms;
- Template Schedule of Test Records;
- Quality management plan, contractor's method statement, quality control checklists, verification forms etc.
- Relevant record forms;
- Record chart for rainfall etc.
- Copies of standing orders or instruction applicable to the project

The Clerk of Works will check the Site accommodation provided for by the contractor to see that its position, furniture and equipment are in accordance with what has been specified.

4.0 Health and Safety

- The Clerk of Words will inform the architect immediately of any instance of non-compliance with the construction phase health and safety plan become apparent, as these duties are both a statutory duty and contractual obligation.
- At project completion, the planning supervisor takes ownership of the information for the health and safety file and ensures it is compiled into a suitable format for passing to the owner of the structure. The Clerk of

Works will keep actively informed of the various risk assessments and method statements included within the construction phase health and safety plan, so that their implementation can be monitored.

- The Clerk of Works may be asked to contribute on the contents of the documentation on site by drawing attention to materials to be used or the construction methods to be adopted.

The Clerk of Works will ensure procedures are in place for:

- Regular inspection and spot checks on health and safety arrangements.
- Reporting to the architect any instances of non-compliance or unsafe activities observed.
- Incidents connected with hazardous substances and associated problems such as any delay due to work stoppage arising through their use.

5.0 Fire Prevention and Protection

The Clerk of Works will become familiar with any contractor's method Statement required at tender stage and about the contents of the Site Fire Safety Plan.

The Clerk of Works will institute procedures for:

- Regular inspection and spot checks on fire safety measures;
- Reporting to the architect any instances of non-compliance and corrective action taken;
- Dealing with incidents or situations arising and any delay to work stoppage because of them.