

**JOB TITLE:** Clerk of Works – Retrofit and New Homes Programme

**DEPARTMENT:** Housing

**POST NUMBER:** 1911

**GRADE:** 5

**ACCOUNTABLE TO:** Project Manager – Retrofit Programme

**LOCATION:** On site, City offices and any other office of the City Council as may be required.

**POST OBJECTIVE**

To carry out detailed assessment, control, and organisation of the council's Decarbonisation Retrofit Programme to ensure work is carried out to agreed quality standards, specification and schedule, and that health and safety procedures are being followed.

To conduct regular site inspections to check that building specifications and drawings are followed correctly, reporting back to service managers.

**SPECIFIC TASKS:**

1. To supervise building contractors, engaged by the Council on the Decarbonisation Retrofit Programme. All works to be supervised to obtain high standards of workmanship, reflect good practice, and uphold safety standards.
2. Site supervision of schemes prepared by the Council's own staff or consultants.
3. Close liaison with both Contractors and Contract Administrators to ensure the smooth running of contract delivery.
4. Attendance at site meetings, normally with the Project Manager, and /or other Council representatives.
5. The maintenance of detailed records of work, manpower, health and safety issues and conditions of site.

6. To keep up to date with new developments within the construction industry and be familiar with new materials and methods of working specifically relevant to PAS 2030 and 2035.
7. To keep well informed on all legislation and legal and technical aspects concerning the delivery of the retrofit programme.
8. To encourage and participate in the interdivisional liaison within the department, and interdepartmental liaison, and contact with third parties as required.
9. Ensure all systems / works are undertaken in accordance with all statutory requirements, industry codes of practice and the Council's Constitution.
10. Work closely with the Compliance Officer to ensure all Health and Safety issues are risk assessed and then coordinated and managed appropriately.

**In addition, the post holder will be required to:**

1. Comply with the Council's Safeguarding policy.
2. Comply with the Council's Equal Opportunities Policy.
3. Comply with the Code of Conduct and other relevant policy, procedures and legislation.
4. Comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation.

No job description can be entirely comprehensive, and the post holder will be expected to carry out such duties as may be required that are broadly consistent with the job description and the status of the post within the organisation.

## **Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

## **Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

## **Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of

training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed .....

Dated .....

**JOB TITLE** Clerk of Works

**POST NUMBER:** 1911

**DEPARTMENT:** Housing, Property Services

**DATE:** September 2023

Requirements		Weighting	Assessment Method
Skills	Supervision of Contractors.	3	A
	Assisting the Project Manager with validating Contractors' valuations.	3	I
	Ensuring Health and Safety standards and procedures are followed.	3	R
	Able to work with minimum supervision.	3	I
	Surveying of buildings and specifying remedial works.	3	I/R
	Good all round communication skills at all levels.	3	I
Experience	Extensive knowledge of general building trades (min 10 years).	3	A
	Knowledge of Health and Safety regulations.	3	I
	Working as part of a team.	3	I
	Computer literate, (experience of using Orchard computer system).	3	A/I
	Supervision of contractors.	2	A/I
	Liaison with tenants, contractors, leaseholders and private owners regarding works.	2	A/I
Personal Qualities	Able to work under pressure.	3	I
	Pragmatic and practical approach.	3	I
	Good communication skills at all levels.	3	I
	Flexible approach.	3	I

Specific Job Requirements	Able to visit sites and access roof spaces, etc.	3	A
	Prepared to work in tenant's homes.	3	I
	Able to meet the travel requirements of the post (70% site-based and 30% office-based).	3	I
Qualifications	Member of Institute of Clerk of Works and / or similar.	2	A
	Extensive craft experience.	2	A

*Weighting*

*3 – Essential for the successful performance of the job*

*2 – Desirable but can be achieved through on the job training or experience*

*1 – Useful but not essential for successful performance of the job*

*Assessment*

*Application Form  
References*

*A  
R*

*Interview  
Presentation*

*I  
P*

*Tests  
Evidence of Qualifications*

*T  
Q*