

JOB DESCRIPTION

JOB TITLE	Clerk of Works
DIVISION	Construction
UNIT	Project Management
REPORTING TO	Project Manager as assigned

Summary:

The Clerk of Works provides onsite technical supervision and support by monitoring the day to day construction activities on an assigned construction site. The incumbent is responsible for ensuring that the Corporation's projects are completed in keeping with requirements and within time and budget.

The incumbent must prepare and submit detailed analytical reports as scheduled to provide decision-makers with reliable and accurate information on the status of on-going projects.

Education, Knowledge and Experience

- Technician's Diploma in Civil Engineering from an accredited academic institution.
- Certificate in OSH
- PMP Certification will be an asset

- Working knowledge of laws and regulations governing large construction projects
- Working knowledge of Building Codes
- Working knowledge of the OSH requirements
- Working knowledge of project management reporting techniques
- Excellent communication skills including preparing/compiling detailed analytical reports
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions

- Minimum of three (3) years' working experience performing similar functions in a large, diverse organization.

OR

- Equivalent combination of Qualification, Training and Experience

Key Duties and Responsibilities

Site Supervision

- Monitors and controls access to construction site(s) as necessary
- Inspects and verifies that all materials delivered to the construction site comply with contractual requirements.
- Monitors, inspects and ensures workmanship and practices of contractors and/or crews engaged in construction are in accordance with required standards
- Conducts on-going site inspections to ensure adherence to all building codes, plans and specifications; takes action as necessary
- Witnesses testing and quality control activities to ensure compliance with contract requirements
- Monitors cleanliness and general orderliness of construction site
- Monitors construction work schedules to ensure they remain 'on schedule'
- Prepares and submits detailed reports on any deviations in workmanship, construction activity or schedules together with appropriate recommendations

Project Management Support

- Assists the Project Manager in the review and evaluation of plans, specifications and designs submitted by contractors and/or engineers
- Assists the Project Manager in verifying the quantum of works completed by each contractor
- Assists Project Manager with commissioning or updating the punch/snag list in the approved format
- Monitors and ensures that site activities are in accordance with approved policies and procedures
- Participates in project meetings as the Corporation's site representative as required and prepares/ submits reports to seniors within the specified timeframe
- Assists in the preparation of Scope of Works, Specifications and Cost Estimates for variations to the work in progress or for developing RFQs/RFPs.

Health & Safety

- Facilitates site inspection(s) and monitoring for compliance with health and safety regulations, building codes and/or any other relevant regulations.
- Liaises with the Health and Safety Department to ensure that Health and Safety issues that are reported or observed are adequately actioned by the appropriate contractors within the agreed timeframes
- Conducts routine site inspection(s) and advises the Project Manager(s) and/or HSE Department of any deviations to Occupational Safety and Health requirements

Documentation of Records and Reports

- Prepares and submits reports on all incidents and/or accidents occurring on the construction site in accordance with standard HSE procedures
- Logs all activities of the construction site in the Daily Logbook in accordance with the Corporation's procedures and standards, including:
 - Visitors to the construction site
 - Daily Weather
 - Materials delivered to site
 - Works conducted
 - Incidents / Accidents
 - Security related matters
- Prepares and submits daily/weekly/monthly reports on assigned project(s), utilizing the approved formats and within the agreed time frames

- Performs any other duties relative to the job function as may be assigned.

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Operates within Scope and limits of authority

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit

Key Performance Indicators

- Projects are completed on target and within budget
- Quality reports are prepared and submitted within set timelines
- Site activities are documented on a daily basis
- Positive feedback from Internal and External Customers
- Implemented procedures in respect of all work processes