

**Job Description**

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| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **CLERK OF WORKS (Mechanical and Electrical)** |
| **Grade** | J |
| **Primary Purpose of Job** | Responsible for inspecting, reporting and influencing the quality and safety of work across various properties, investments, repairs programmes and build sites, in connection with the Council’s programme of capital and cyclical works, with a particular emphasis on the quality assurance and compliance of Mechanical and Electrical (M&E) systems, including HVAC, gas boilers, heat pumps, solar panels, plumbing, and electrical installations.Responsibility for facilitating the resolution of any issues or discrepancies between the inspected work and project specifications.  |
| **Reporting To** | Head of Capital Projects |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | Lead on the delivery of quality control, quality checks and health and safety inspections service across all sites identified, ensuring that the quality of materials and workmanship are in accordance with the specification and drawings, with specific oversight of Mechanical and Electrical (M&E) systems, including gas boilers, heat pumps, solar panels, and associated components. |
| **2** | Liaise with maintenance and building contractors, reading and interpreting drawings, producing daily, weekly or monthly reports to uphold quality standards and safety compliance, with a focus on identifying and resolving issues related to M&E installations. |
| **3** | Compile a single Defects Schedule for each project and manage their completion to a satisfactory conclusion, including any enforcement action. |
| **4** | Support the project team with the technical, mechanical and electrical pre-design element of capital works programmes to ensure that designs are compliant, functional and fit for purpose, particularly regarding modern energy systems such as heat pumps and solar panels. |
| **5** | Support the handover between construction and operational stages, ensuring issues have been resolved and all necessary information and certification is received.  |
| **6** | Prepare Risk Assessments for all maintenance and repair projects subject to CDM Regulations. |
| **7** | Ensure that building regulations are met and compliance with the new Building Safety Act is maintained, by carrying out regular checks on site regarding all health and safety, legal, and ecological obligations. |
| **8** | Ensure that all certificates and data records are kept in easily accessible, retrievable, searchable formats, and that the use of available property information systems are maximised. |
| **9** | Maintain accurate records, to ensure information and documentation is organised in a systematic fashion enabling easy retrieval of information on internal systems. |
| The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the postholder may also be required to carry out any other duties appropriate to the grading of the post. |
| **Date Job Description prepared:** | **December 2024** |
| **Job Description prepared by:** | **Head of Capital Projects** |

**Person Specification**

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| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Detailed knowledge of building and planning regulations and of construction health and safety, processes, and techniques, with specific expertise in compliance and standards for Mechanical and Electrical (M&E) systems, including gas, HVAC, and renewable energy installations such as heat pumps and solar panels. | Application Form / Interview |
| 2. | A working knowledge of building contract administration. | Application Form / Interview |
| 3. | An ability to understand and interpret construction drawings, including M&E schematics and layouts. | Application Form / Interview |
| 4. | A high standard of written and verbal communication skills. | Application Form / Interview |
| 5. | The ability to produce reports that maintain quality standards checks and statutory compliance needs, with particular attention to M&E systems and installations. | Application Form / Interview |
| 6. | Strong IT skills including Microsoft Office, mobile tablet devices and ‘snagging apps’. | Application Form / Interview |
| 7. | Ability to use electronic document management systems and an ability to maintain accurate and methodical records, especially for M&E-specific data, including compliance certificates and operational documentation. | Application Form / Interview |
| 8. | Ability to manage several different sites and projects simultaneously | Application Form / Interview |
| 9. | A good understanding of procurement procedures  | Application Form / Interview  |
| 10. | **Competencies** – Please note the Council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | An appropriate construction/ M&E related Level 6 qualification, or a relevant HNC or HND with significant demonstrable experience of working in construction. | Application Form / Interview / Certificate |
| 2. | Valid Construction Skills Certification Scheme (CSCS) card. | Application Form / Interview / Qualification |
| 3. | Demonstrable prior experience as a Clerk of Works or similar role, with specific involvement in overseeing M&E installations and ensuring compliance with industry standards. This includes identifying and resolving issues related to complex M&E systems, ensuring full compliance with industry standards and regulations. | Application Form / Interview |
| 4. | Broad experience in construction trades e.g. Site Supervisor, Site Manager or similar, with exposure to M&E-related projects such as heating systems, electrical infrastructure, or energy efficiency upgrades. | Application Form / Interview |
| 5. | Member of, or eligible for membership of The Institute of Clerks of Works and Construction Inspectorate (ICWCI), The Chartered Institute of Building (MCIOB) or other relevant body. | Application Form / Interview/Certificate |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services. This may include specific training in Mechanical and Electrical (M&E) systems and technologies, such as gas safety, renewable energy systems, and electrical compliance standards. | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. This may include accessing challenging areas like plant rooms, roof spaces, or confined spaces for M&E inspections. | Interview  |
| 5. | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form / Interview / Certificate |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| 1. **Skills and Knowledge**
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| 1. | Working knowledge of common construction contracts e.g. NEC3/4 and JCT. This includes understanding contract-specific provisions for Mechanical and Electrical (M&E) works, such as performance specifications and compliance requirements. | Application Form / Interview  |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of construction project management. This should include oversight of M&E aspects such as HVAC, plumbing, electrical systems, and renewable energy installations. | Application Form / Interview |
| 2. | Experience of acting as a Supervisor under the NEC form of contract.  | Application Form / Interview  |

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





