

# Kent County Council

## Job Description: Clerk of Works

---

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highway Asset Management, Road and Footway Asset Team</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Road and Footway Asset Team Leader</b>

### **Purpose of the Job:**

The post holder will carry out day to day inspections of all the Road and Footway Asset Team's programmed scheme works. These programmes of works include both Asset Renew and Asset Protection works carried out under the Term Maintenance Contract, or other contracts that may be awarded by KCC. Inspections will ensure that works are carried out according to programme, the agreed design, to the expected standard of workmanship and in a safe manner. The post holder will be expected to liaise with the appropriate team engineer for each scheme as well as our contractor on site.

The post holder will be able to demonstrate a suitable level of experience in the highway engineering industry with expertise in surfacing and maintenance of footways and carriageways. The holder will also be expected to hold the relevant NRSWA qualifications to instruct operatives and carry out inspections of highway works.

### **Main duties and responsibilities:**

Working with the Road and Footway Asset Engineers plan daily site visits of active sites, keep accurate written and photographic records of each daily visit. Record any defects found, liaise with the engineer to agree remedial action for defects requiring project manager instructions.

At active site visits ensure works are being carried out to design, to programme and in accordance with the method statement and risk assessment. Particular attention to safety inspections, quality of workmanship and materials.

Take accurate measurements, and mark plans as requested by engineers to assist in scheme development during the design stage.

Attend meetings with engineers and contractors for early contractor involvement at sites during the pre-construction phase.

Instruct site crews of any failings in traffic management, ensure that safety and quality standards are met.

Work with contractors to ensure that all crews are inducted and aware of the required standards.

Feed back to the Road and Footway Asset Engineers on a regular basis and liaise with the contractor's site agent when required.

Respond to, or meet with, customers who raise any issues regarding works on site. This will either by phone or by site visit – this could be as a result of public complaints or enquiry. Aiming to achieve "first point resolution" of issues before escalation is required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: Clerk of Works

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English.</p> <p>City &amp; Guilds accreditation in relevant subject or ONC/BTEC or equivalent.</p> <p>Streetworks Supervisors Accreditation.</p>
<b>EXPERIENCE</b>	<p>Proven experience of working in highway engineering, with particular experience in highway maintenance.</p> <p>Experience of working in a customer-oriented environment.</p>
<b>SKILLS AND ABILITIES</b>	<p>Computer literate. Able to use MS Office and other typical general office packages, and also specialist software packages (i.e. MAYRISE, WAMS).</p> <p>Able to communicate effectively in English, both verbally and in writing, at all levels with internal and external stakeholders and members of the public.</p> <p>Ability to deal with public in difficult circumstances.</p> <p>Demonstrable skills in managing information and communicating with others.</p> <p>Good teamworking skills.</p> <p>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.</p>
<b>KNOWLEDGE</b>	<p>Knowledge of Highway maintenance and construction practices, including relevant health and safety legislation.</p> <p>Relevant knowledge of legislation and codes of practice as they relate to role e.g. NRSWA, the Traffic Management Act and Highways Act., &amp; SROH</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>