



CLERK OF WORKS

Reports To: Project Manager and/or Civil Engineer

Supervisor To: N/A

POSITION PURPOSE:

The incumbent is required to be involved in the planning, implementing and monitoring of quality assurance/control programs, procedures and activities to ensure the quality of construction and building projects.

DUTIES AND RESPONSIBILITIES:

1. Monitors contractor performance with respect to quality standards.
 2. Conducts inspections of infrastructure development sites.
 3. Assists in developing quality assurance guidelines for construction projects.
 4. Ensures compliance with legal and organisational quality assurance requirements.
 5. Attends site meetings and inspections.
 6. Prepares daily detailed site reports for each assigned project and prepares weekly reports for Management reviews.
 7. Assists in monitoring project schedules.
 8. Supervises/monitors testing/inspections of infrastructure works.
 9. Receives and reviews contractor payment request before submission to Supervisor.
 10. Attends to in-house maintenance projects as required.
 11. Performs related duties as may be required.
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REQUIRED KNOWLEDGE AND SKILLS:

- Familiarity with inspections and testing relating to residential infrastructure development works.
- Knowledge of construction techniques.
- Proficiency in Microsoft Office software.
- Knowledge of MS Projects an asset.
- Excellent communication skills, verbal and written.
- Good interpersonal skills.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- National Diploma in Construction or National Certificate in Civil Engineering Studies from a recognised institution, or equivalent qualification in a related discipline.
- At least three (3) years' experience in a similar capacity.
- At least two (2) years' experience in land development infrastructure projects (roads, drainage, sewer and water systems)
- Working knowledge of Occupational Health, Safety and Environmental Act

Interested parties are asked to submit applications for the above contract position to:

**The Ag. Chief Executive Officer
Estate Management and Business Development Company Limited (EMBD)
P.O. Bag 326
Couva Post Office
or**

Email Address: applications@embdt.org

Deadline for submission of applications is November 8th, 2018