



## LAND & HOUSING DEVELOPMENT DIVISION

### POSITION DESCRIPTION

<b>POSITION:</b> CLERK OF WORKS	<b>DEPARTMENT:</b>	<b>ISSUE DATE:</b> April 2014
	TECHNICAL	Revised dates :

<b>Position Title:</b>	<b>CLERK OF WORKS</b>	<b>Category:</b>	<b>4</b>	
<b>Incumbent:</b>		<b>Signature:</b>		
<b>Date appointed to substantive position</b>		<b>Salary:</b>		
<b>Division:</b>	Housing & Land Division	<b>Department:</b>	Property & Housing Development	<b>Section:</b> Engineering
<b>Reports to:</b>	<b>MANAGER TECHNICAL SERVICES</b>			
<b>Supervisor's Name:</b>		<b>Signature:</b>		

#### Organizational Environment:

##### **Role of Organisation:**

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners.

##### **Role of Division:**

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Homes / Housing Units.

##### **The Core Activities include:**

###### **Land development/house construction**

- Development of land.
- Construction of houses.
- Production of fully serviced lots
- Property management.

##### **Role of Department:**

The department is responsible for the sub-division planning, approval of housing schemes and engineering plans, development for scheme plans, and the constructions of subdivisions, maintenance of all HA offices and the strata schemes within the time frame and budget allocated.

##### **Role of Section:**

The section is responsible for the overall planning, development and construction of subdivisional projects for HA.

#### Primary Purpose:

This position directly reports to the Engineer to Contract , for the specific project in monitoring the work of carried out by contractors, by ensuring that work is carried out according to specification, schedule and standard through the use of correct materials and workmanship.



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**Position Dimension:**

**Finance:** NIL

**Staff: Direct:** NIL

**Indirect:** NIL

**Asset:** Accountable for all machinery used for work in the field and in office sites.

**Nature & Scope:**

**Interpersonal Relationship:**

The position is a subordinate one and will be part of the staff team for HLD

**Internal:**

N/A

**External:**

Local Authorities [Towns/City Councils]  
Others

**Reporting Requirements:**

The Position shall report directly to the Engineer to Contract who will allocate and supervise his tasks.

**Reports submitted to supervisor:**

Daily/Weekly/Monthly activities conducted by Team

**Role of subordinates (if they exist):**

NIL

**Decision Making:**

- 1) Ensure that all construction schemes are aligned to all statutory requirements through regular inspection and liaison with contractors.
- 2) Ensure that projects are completed by specification and standards through regular monitoring.
- 3) Ensure that the project site is compliant to health and safety regulations and bringing any shortfall observed to the relevant staff/Manager.

**Challenges:**

- 1) To ensure that the projects are completed within timeframe.
- 2) To ensure that there is zero complaints from stakeholders, and staff with regards to compliance with statutory requirement and payment.
- 3) Maintaining all project sites hazard free and in compliance to OHS standard.
- 4) Ensure that data record is maintained in a proper manner.

**Principal Accountabilities:**

- 1) Directly responsible for the implementation, construction supervision, of HA projects according to standards , specification and schedule.
- 2) Directly responsible for the delivery of projects to the quality, timelines, budgetary and production targets.
- 3) Assess and report to Engineer to Contract of all variations, delays, OHS deviation for projects.



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- 4) Ensure Up-to-date project schedules and targets, and monitor progress utilizing appropriate project management tools.
- 5) Prepare and present weekly and monthly progress reports to the Engineer to Contract as and when required.
- 6) Manage community complaints and issues in project areas and undertake appropriate mitigation and preventative actions.
- 7) Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives to ensure project deliverables are met.
- 8) Provide construction supervision, site management, and technical support when required to Project Teams on construction quality control.
- 9) Prepare cost estimates and estimates to variations and project finance plans where required.
- 10) Ensure that EIA policy is implemented according to standard.
- 11) Ensure that proper maintenance of records and other administration works is done efficiently and effectively.

#### **Additional Responsibilities:**

- 1) Assist Manager Technical Services with Department and Organisational activities and responsibilities.

#### **Knowledge, Skills and Experience:**

##### **Knowledge:**

- 1) Possess excellent design and construction knowledge of sustainable practices, civil infrastructure, structural and material technological advances and current standard practices.
- 2) Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage.
- 3) Ability to demonstrate knowledge on AutoCad and 12D is required.
- 4) Be able to demonstrate knowledge and awareness of appropriate legislation and codes.

##### **Skills:**

- 1) Be innovative, result-oriented, and a strategic and independent thinker.
- 2) Possess excellent interpersonal & communication and negotiation skills.
- 3) Be a team player with strong leadership skills.
- 4) Have a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements
- 5) Be attentive to detail when checking work and materials.
- 6) Be technically competent
- 7) Be honest and vigilant to make sure that the work and materials meet the required standards.
- 8) Be able to establish an appropriate working relationship with the contractor's staff
- 9) Having good spoken and written communication skills.



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#### **Experience:**

Have a minimum of 3-5 years' experience in relevant work with demonstrated awareness of Fiji construction industry practices.

#### **MQR:**

- 1) Have a recognized Diploma in Civil Engineering.
- 2) Have a minimum of 3-5 years Fiji experience, in land development, with demonstrated awareness of Fiji construction industry practices.
- 3) Can demonstrate the required skills attribute of the post.
- 4) Possess a valid Fiji Driver's License.

#### ***Salary Range:***

#### ***Category:***

**POSITION HOLDER:**

**DATE:**

**GMLHD:**

**DATE:**

**CHIEF EXECUTIVE:**

**DATE:**