



Construction Quality Control Officer (Electrical) – Grade 10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. As a Construction Quality Control Officer in the Council's Corporate Landlord and Capital Delivery Department, you will possess extensive knowledge and experience in electrical services ensuring that the quality of both materials and workmanship are in accordance with the design information such as specification and electrical engineering drawings, in addition to recognized quality standards.

You will be able to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings. You will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures. You can expect commitment to your personal and career development.

This role is based within Economy and Infrastructure.
Find out more about [working for Kirklees](#).

Key areas of responsibility

Oversee construction work for a wide range of capital projects involving multi-discipline and single discipline design teams preparing new build, refurbishment and remodelling building contracts.

Responsible for site inspection and recording of the construction process and ensuring that design, specification and workmanship items are met in accordance with the contract documentation and ensuring compliance with all statutory requirements.

Ensure a high quality, customer focussed and value for money service is delivered. Identify and deliver service improvements and work effectively with suppliers and stakeholders to ensure that customer needs are met, and risk is minimised.

Extensive professional experience, strong negotiation, consultation and influencing skills are essential for this post, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings.

Responsible for site inspection and recording of the construction process and ensuring that design, specification and workmanship items are met in accordance with the contract documentation and ensuring compliance with all statutory requirements

Range of skills and abilities include having a detailed knowledge of electrical service installations associated with new build, extensions, remodelling and refurbishment of all building types including historic and listed buildings. Specialist duties and responsibilities may include 'some or all' of the list below:

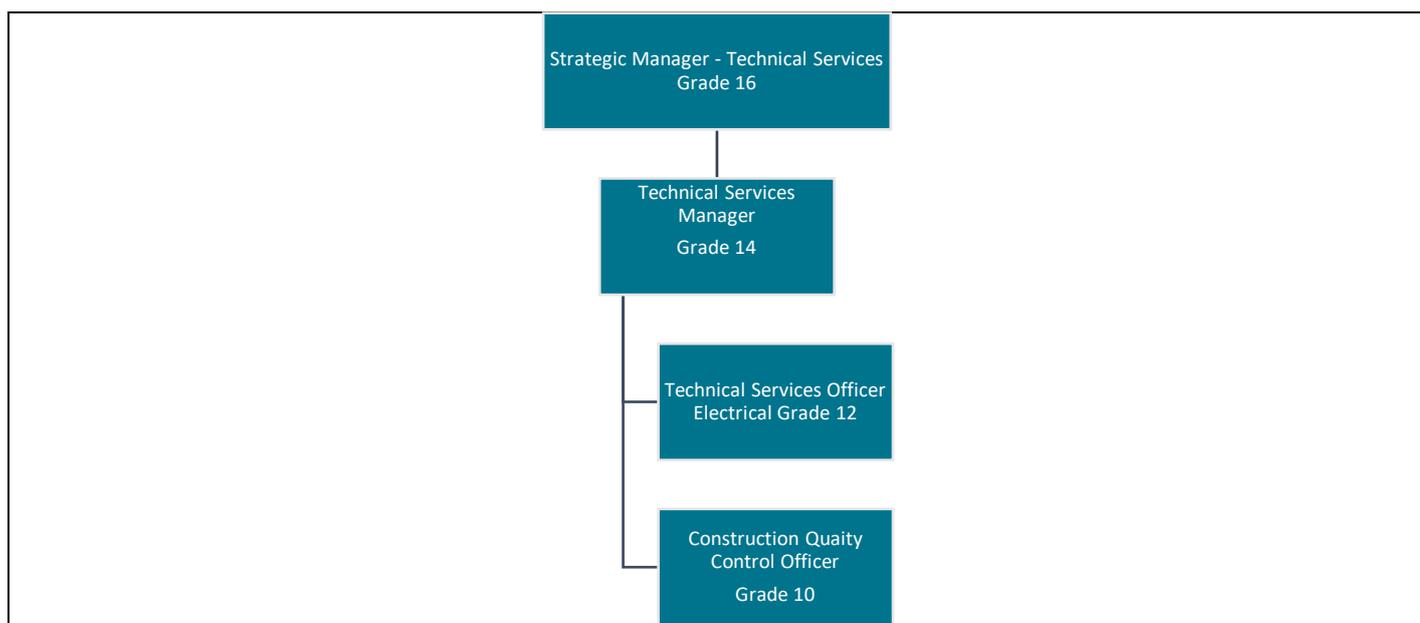
- check that work proceeds according to the programme
- examine work in the contractor's, subcontractors' and suppliers' yards as necessary
- submit periodic reports
- keep a diary of events, a register of drawings and file of instructions received with relevant observations
- witness tests required by the contract or instructed by the Architect/Purchase Representative/Lead Consultant/Project Manager
- inform the Architect/Purchase Representative/Lead Consultant/Project Manager of non-conforming work
- notify the Architect/Purchase Representative/Lead Consultant/Project Manager immediately of problems arising and decisions needed
- liaise with specialist Construction Quality Control Officer/s, where appointed
- check day work record sheets and record any wastage
- attend site meetings
- record delays and the reasons for them
- take site photographs regularly and systematically
- ensure and promote good practice
- liaise closely with the contractor's staff.
- liaise with the main contractor and Architect/Purchase Representative/Lead Consultant/Project Manager
- in respect of health and safety and inform the Architect/Purchase Representative/Lead Consultant/Project Manager immediately where there is non-compliance

Work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.

- Ensure that the construction of the building or other works on behalf of the Client is carried out in accordance with the drawings and specifications and to the required quality.
- Ensure that Council Standards reflect the functional/operational asset needs of Services.

- Successful delivery of services through the development and maintenance of positive relations and communications with all stakeholders, partners, members, senior managers and service providers across all organisations.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
IT literate and experience of using software packages e.g. word, excel, etc including bespoke packages for example: AutoDesk,	Essential
A professional or academic qualification that supports and develops the skills and abilities required for the post of Construction Quality Control Officer Electrical	Essential
Have a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements	Essential
Be attentive to detail when checking work and materials.	Essential
Be honest and vigilant to make sure that the work and materials meet the required standard.	Essential
Extended previous formal training, for example, a craft or technician qualification, such as City & Guilds, or equivalent, plus training and experience in the application of the knowledge to the specific requirements of the job.	Essential
Experience of managing customer expectations	Essential
Team player style of approach, ready to take on any challenge.	Essential
Must be able to travel independently to and from locations away from the office such as construction sites or consultant's offices. In addition,	Essential



Knowledge, qualifications, skills and experience	Shortlisting criteria
individuals need to be able to visit construction sites, and be able to ascend and descend scaffolding as an example.	

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. **This role is at level 2.** Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This post requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the post.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	Gary Williams 04/06/2020
Job Focus		Career Progression	

**Contractual Variants**

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			