



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

CLERK OF WORKS

Cork City Council

Closing Date:

4pm, Sunday 24th August 2025

To be read in conjunction with

[Our Candidate Information Booklet](#)

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €325 million for 2025 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, People & Organisation Development, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#)

Our Values

Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people with respect



People Centred

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.



Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.



Ambitious

We work to attract investment to the City



The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. The Clerk of Works will contribute to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

THE ROLE

Cork City Council invites applications, on the official application form, from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Clerk of Works may be filled.

As Clerk of Works, you will play a vital role in ensuring that construction, maintenance, and inspection works across Cork City Council's infrastructure and housing stock are delivered to the highest standards. This includes oversight of works in Planning, Roads Operations, and the Housing Departments.

The Clerk of Works will be responsible for ensuring that all works are carried out in accordance with relevant legislation, planning permissions, Cork City Council specifications, and best practice in construction and health and safety. The role involves regular site inspections, technical reporting, contractor supervision, and liaison with internal and external stakeholders.

DUTIES

Outlined below are the duties for the post of Clerk of Works. Please note that this is not an exhaustive list. As a Clerk of Works, you may be appointed to any of the following departments depending on operational requirements:

Core Duties (All Departments)

- To carry out inspections on site developments/works as directed and to prepare weekly reports on each project to the employer's representatives and the Council's Project Manager/Engineers in strict timeframes. Construction defects must be identified, recorded, and reported in this weekly report.
- To monitor and assess contract programme; including liaising with the Employer's representative, the Assigned Certifier, Architect, Engineers and/or Project Manager.
- To ensure compliance with Health and Safety legislation and regulations, and Cork City Council's Safety Management Systems.
- To ensure the work being implemented complies with all relevant legislation and regulations including planning and procurement requirements.
- To measure and record contract variations and prepare snag lists.
- To keep accurate electronic and written records of inspections, notices, Court Orders, etc.
- To maintain a diary and good photographic records & files of all projects, works, constructions & inspections.
- To work with senior management in devising and implementing strategies leading to improved efficiencies in the delivery of services.
- Liaise with Cork City Council's Customer Service Unit, where appropriate.
- To carry out administrative duties as required to ensure the efficient and effective operation of his/her area of responsibility.
- To deal with members of the public in a courteous, prompt and efficient manner and to keep the Engineer/General Foreperson informed of such dealings.
- To operate computer-based systems such as CRM as required to ensure the efficient and effective operation of his/her area of responsibility.
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

Planning Department

- To ensure construction works on new residential estates are carried out in accordance with the grant of planning and all relevant legislation, Cork City Council Specifications, regulations, construction standards, codes of practice, etc., and that all materials are provided and utilised in accordance with all manufacturers' requirements and recommendations.
- To ensure legacy residential estates are in accordance with Cork City Council Taking in Charge specifications and comply with relevant planning permission, which requires liaising with relevant developers and/or coordinating the procurement of works.
- To undertake procurement of small contracts for minor site enabling works, and other such minor works.

- To undertake inspections of residential development sites proposed to be taken in charge by Cork City Council and to prepare conditional reports and associated duties.

Roads Operations Department

- To inspect construction works on items including footpaths, roads, drainage works and walls to ensure they are carried out in accordance with relevant legislation, Cork City Council Specifications, regulations, construction standards, codes of practice, etc., and that all materials are provided and utilised in accordance with all manufacturers' requirements and recommendations.
- To monitor works to ensure there is no damage to property and to carry out measurement as required.
- To undertake level surveys or visual surveys of sites and village or urban centres.
- To undertake procurement of small contracts for minor works.
- To liaise with utility companies, Uisce Éireann and other council departments to ensure coordination of all works.

Housing Department

- To undertake inspections and prepare reports of private and council-owned and rented accommodation to ensure that properties are fit for habitation and in compliance with the Minimum Rented Standards Guidelines.
- To undertake assessment and inspection of technical aspects of grant applications for works to privately owned houses, including extensions, disabled persons adaptation works and home improvements.
- To undertake inspections of properties proposed to be acquired by Cork City Council and to prepare conditional reports and associated duties.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. Character

Each candidate must be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms –

(i)

- a) hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council.

Or

- b) in the case of an office involving building construction work – as an alternative to the qualification at (c) be a member of the Institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education, or a first-class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education, or have had satisfactory supervisory experience of building work, including housing;

Or

- c) hold a degree in Engineering or Architecture;

- (ii) Have an adequate knowledge of civil engineering works or of building construction;
- (iii) Be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
- (iv) Have a satisfactory knowledge of the surveying, levelling and setting out of works.

4. **Experience**

Each Candidate must satisfy the local authority that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the office for which he/she is a candidate.

5. **Driving Licence**

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

Desirable Skills:

- Have minimum 5 years relevant experience.
- Have knowledge and awareness of health & safety legislation and safety regulations including: the application of health and safety in the workplace with particular emphasis on construction sites; Understanding the implications that could arise for the organisation; Understand the duties of safety management positions in the workplace.
- Have an ability to manage deadlines, effectively handle multiple tasks, requests and collect relevant information, identify potential exposures and gaps, evaluate results, summarise conclusions present recommendations;
- Have the ability to represent Cork City Council in court.
- Have an in-depth knowledge and understanding of building construction generally.
- Have a good working knowledge of Building Regulations and the Technical Guidance Documents.
- Demonstrate a strong ability in the following competency areas:

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Delivering Quality Outcomes and Ensuring Compliance

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies.
- Refers to relevant professional documents as required.

Communicating Effectively

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.
- Builds and maintains contact with colleagues and other stakeholders to assist in performing the role.
- Presents information clearly, concisely and confidently when speaking and in writing.

Judgment, Analysis, Problem solving & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Demonstrates sensitivity when making decisions and considers the impact of these decisions on others.
- Analyses information quickly and accurately, and uses previous knowledge and experience to make logical, evidence-based decisions.
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these.
- Puts forward solutions to address problems

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own work and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Salary

The salary scale for the post is:

€57,322 - €58,689 - €60,356 - €63,491 - €65,363 - €67,690 (LSI1) - €70,030 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm, Sunday 24th August 2025

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.