

Applicants are invited for the following post for the following project.

The Hong Kong Polytechnic University – Phase 8 Development

Clerk-of-Works

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College/ Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent, OR
- Passed the final Part I Examination of the Institute of Clerk of Works of Great Britain, or Associate Examination of Chartered Institute of Building.
- At least 6 years' relevant experience as Clerk of Works.
- Grade E (Level 2 if results were obtained from 2007 onwards) or above in Chinese Language and English Language (Syllabus B) in HKCEE
- Good Spoken and Written Chinese language and English language
- A recognized diploma or a higher certificate in Building Studies or an equivalent qualification, with a recognized degree being an advantage

The applicant should be capable for the following:

- To watch and inspect, to test and examine materials used and workmanship employed by the contractor and report to the consultants any non-conformity.
- To identify defective materials and workmanship in the architectural, structural and building services works not complying with the specification, drawings and construction procedures.
- To inspect and ensure that the architectural works, structural engineering works and building services works including plumbing and drainage, fire services, electrical and MVAC installations are carried out in accordance with the specification, drawing, contract requirements and good engineering practice.
- To maintain site records on architectural, structural and building services works.
- To coordinate with the premises users on site the client and with the consultants' offices.

Employment will be on contract basis for an approximate period of 18 months.

AD+RG Architecture Design and Research Group Ltd.
10/F, 111 Leighton Road, Causeway Bay, Hong Kong
e-Mail : adrg@adrg.com.hk or Fax: 2808 0147
Attn.: Personnel Dept.

Information provided will be used for the purpose of employment application for three months only.

Applicants are invited for the following post for the following project.

The Hong Kong Polytechnic University – Phase 8 Development

Assistant Clerk-of-Works

- Diploma or Higher Certificate in Building Studies from the Hong Kong Polytechnic / Hong Kong Polytechnic University / Hong Kong Technical College/ Hong Kong Technical Institute / Hong Kong Institute of Vocational Education, or equivalent
- At least 3 years' relevant experience
- Grade E (Level 2 if results were obtained from 2007 onwards) or above in Chinese Language and English Language (Syllabus B) in HKCEE
- Good Spoken and Written Chinese language and English language
- A recognized diploma or a higher certificate in Building Studies or an equivalent qualification, with a recognized degree being an advantage

The applicant should be capable for the following:

- Responsible to the Consultant and Clerk of Works to carry out the duties of an Assistant Clerk of Works under the direction of the Clerk of Works
- Assist Clerk of Works in the supervision of contract works and maintain all site records.
- Monitor labour resources, progress, materials and equipment used on site.
- To watch and inspect, to test and examine materials used and workmanship employed by the contractor and report to the consultants any non-conformity.
- To identify defective materials and workmanship in the architectural, structural and building services works not complying with the specification, drawings and construction procedures.
- To inspect and ensure that the architectural works, structural engineering works and building services works including plumbing and drainage, fire services, electrical and MVAC installations are carried out in accordance with the specification, drawing, contract requirements and good engineering practice.
- To maintain site records on architectural, structural and building services works.
- To coordinate with the premises users on site the client and with the consultants' offices.

Employment will be on contract basis for an approximate period of 12 months.

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