

Schedule of Resident Site Staff Standards and Duties

Appendix 7

Schedule of Resident Site Staff Standards and Duties

1. Resident Engineer (Civil), (Geotechnical)
2. Assistant Resident Engineer (Civil), (Geotechnical)
3. Resident Inspector of Works (Civil)
4. Resident Assistant Inspector of Works (Civil)
5. Resident Works Supervisor I (Civil)
6. Resident Works Supervisor II (Civil)
7. Resident Senior Surveying Officer (Quantities)
8. Resident Surveying Officer (Quantities)
9. Resident Surveying Officer (Engineering)
10. Resident Technical Officer (Civil)
11. Resident Assistant Clerical Officer
12. Resident Clerical Assistant
13. Labour Relations Officer

Resident Site Staff
Resident Engineer (Civil) (RE(C))
Resident Engineer (Geotechnical) (RE(G))

1. Qualification

- (1) Corporate Membership of the Hong Kong Institution of Engineers (in appropriate discipline) elected after 5 December 1975 or equivalent; and
- (2) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

2. Experience Required

Three years experience following attainment of Corporate Membership of which 2 years shall be as Resident Engineer with relevant experience.

3. Duties

- (1) Discharge the duties of the Engineer's Representative as required by the General Conditions of Contract.
- (2) Exercise the powers and discharge the duties in the provisions of the Contract delegated by the Engineer.
- (3) Assist the Engineer to exercise the powers and discharge the duties of those provisions of the Contract that have not been delegated.
- (4) Supervise the preparation and maintenance of the records required by the Project Administration Handbook and the Project Administration Manual together with any other records required by the Engineer including the taking of photographs.
- (5) Examine and vet all proposals and correspondence received from the contractors, and prepare replies and certificates including draft certificates for payment.
- (6) Make recommendations to the Engineer on contractual matters including contractors' claims.
- (7) Attend meetings with the contractors on matter relating to the Works including progress, safety and public image and prepare minutes of these meetings.
- (8) Liaise and attend meetings with parties other than the contractors on matters relating to the Works and prepare minutes of these meetings.
- (9) Keep the Engineer appraised of all developments including progress on site by monthly reports and special or incident reports.

- (10) Check the calculation of quantities of work from measurements taken on site.
- (11) Take measurements and calculate quantities of work measured from Drawings.
- (12) Encourage contractors and other persons on site to use safe methods of working.
- (13) Bring to the attention of the contractors and the Engineer any breach of regulations or good safe working practice that could give rise to the injury of any person on the site or any member of the public.
- (14) Bring to the attention of the contractors and the Engineer any working practice that could be detrimental to the Works.
- (15) Uphold the public image of Government in general and Water Supplies Department in particular and bring to the attention of the contractors and the Engineer any action that is detrimental to a good public image including but not necessarily limited to the provision of clean footpaths and barriers in public areas, lighting, signing and guarding, and mitigation of the environmental impact of the construction activities on the public.
- (16) Supervise the other Resident Site Staff as directed by the Engineer including provision of such guidance they may need to carry out their duties, advise the Engineer of any requirements for overtime working and prepare reports on their performance.
- (17) Prepare as-constructed drawings.
- (18) Supervise the deployment and use of any vehicle provided by the contractors under the terms of the contracts.
- (19) Wear and encourage Resident Site staff to wear helmets, protective shoes and reflective jackets.
- (20) Review the techniques involved and analyse the results of any tests of trials carried out on or off site.
- (21) Carry out such further duties as may be assigned by the Engineer.

Resident Site Staff
Assistant Resident Engineer (Civil) (ARE(C))
Assistant Resident Engineer (Geotechnical) (ARE(G))

1. Qualification

- (1) Degree in civil engineering from a Hong Kong university or equivalent; and
- (2) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

2. Experience Required

Three years post-qualification experience in appropriate discipline.

3. Duties

- (1) General day to day contract administration.
- (2) General correspondence with the contractor.
- (3) Answer technical queries and supply further information.
- (4) Prepare draft site instruction and variation orders.
- (5) Prepare reports on progress of works and safety.
- (6) Check contractor's submissions.
- (7) Liaise with Government departments and utility companies.
- (8) Supervise construction works.
- (9) Prepare meeting minutes.
- (10) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff
Resident Inspector of Works (Civil) (RIOW(C))

1. Qualifications

- (1) Diploma or Higher Certificate in Civil Engineering from a Hong Kong Polytechnic or technical institute or equivalent; and
- (2) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

2. Experience Required

Eight years of relevant experience in civil engineering work of which four years shall be in a position equivalent to Assistant Inspector of Works in a Government or quasi Government project.

3. Duties

- (1) General supervision of construction work and check whether it complies with contract documents and approved method statement.
- (2) Report to professional staff on site problems, progress, quality of workmanship, etc.
- (3) Guide RAIOW, RWSI and RWSII in the preparation of site measurements and check site measurements.
- (4) Assign works to RAIOW, RWSI and RWSII daily and provide guidance and instruction.
- (5) Prepare and maintain site measurements, site diary and other site records up to date.
- (6) Check and verify bills submitted by contractors.
- (7) Submit monthly progress report or any other return as required by his superior.
- (8) Arrange and monitor site and laboratory testing.
- (9) Check observation of safety precautions for works to be carried out.
- (10) Check lighting and signing for traffic diversion.
- (11) Maintain overtime records of all site staff.
- (12) Liaise with Government departments, utility companies, public etc. on site.
- (13) General outdoor staff management.

- (14) Supervise and train the junior staff.
- (15) Offer comments on method statement and material submissions.
- (16) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff
Resident Assistant Inspector of Works (Civil) (RAIOW(C))

1. Qualifications

- (1) Diploma or Higher Certificate in Civil Engineering from a Hong Kong Polytechnic or technical institute or equivalent; and
- (2) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

2. Experience Required

Four years of relevant experience in civil engineering work of which one year shall be in a position equivalent to Works Supervisor I in a Government and quasi Government project.

3. Duties

- (1) Assist RE and RIOW in the supervision on site of construction works.
- (2) Ensure that the work is carried out in accordance with contract documents and approved method statement.
- (3) Report to the RIOW and the professional staff on site problems, progress, quality, workmanship, etc.
- (4) Maintain proper and contemporary site measurement, diary and other records.
- (5) Check and verify bills submitted by contractors.
- (6) Guide RWSI and RWSII in the preparation of site measurements and check such measurements.
- (7) Assist the RIOW in overseeing the junior staff.
- (8) Carry out field investigations on the works and to assist professional staff in problem investigation and planning.
- (9) Arrange and monitor site and laboratory test.
- (10) Liaise with Government departments, utility companies, public etc on site.
- (11) Submit monthly progress report or any other return as required by his superior.
- (12) Check observation of safety precautions for works to be carried out.
- (13) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff

Resident Works Supervisor I (Civil) (RWSI(C))

1. Qualifications

- (1) Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or technical institute or the equivalent; and
- (2) A proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with 5 years' appropriate experience and service.

2. Experience Required

Three years of appropriate experience as Works Supervisor in a Government or quasi Government project.

3. Duties

- (1) Assist RIOW and RAIOW in supervising site works.
- (2) Ensure that the site works are constructed in accordance with contract specifications, drawings and site instructions.
- (3) Check material quality and workmanship.
- (4) Prepare estimates and assist checking of interim certificates submitted by the contractors.
- (5) Take quantities from drawings and site measurements.
- (6) Perform routine site tests.
- (7) Keep site records, site diary, weather chart, progress report, material delivery records etc.
- (8) Assist in preparation of reports.
- (9) Report to his superior on site difficulties, day-to-day progress of works, quality of workmanship, adequacy of contractors' plant and labour force required for the proper execution of the works etc.
- (10) Check that all contractors' site staff observe safety precautions for works to be carried out.
- (11) Liaise with Government departments, utility companies, public etc on site.
- (12) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff
Resident Works Supervisor II (Civil) (RWSII(C))

1. Qualifications

- (1) Ordinary Certificate in an appropriate discipline from a Hong Kong Polytechnic or technical institute or the equivalent; and
- (2) A proficiency in English and Chinese languages equivalent to Form 5 standard (Syllabus B for English Language) in Hong Kong or minimum Form 3 Education with 5 years' appropriate experience and service.

2. Experience Required

One year of appropriate experience as Works Supervisor in a Government or quasi Government project.

3. Duties

- (1) Assist RIOW and RAIOW in supervision site works.
- (2) Ensure that the work is constructed in accordance with contract specification, drawings, site instructions and agreed method statement.
- (3) Check material quality and workmanship.
- (4) Keep daily records of site operations and details and prepare test request forms.
- (5) Take quantities from drawings and site measurements.
- (6) Perform routine site tests.
- (7) Report to his superior on site difficulties, day-to-day progress of work, quality of workmanship, adequacy of contractor's plant and labour force required for the proper execution of the works etc.
- (8) Check that all contractor's site staff observe safety precautions for works to be carried out.
- (9) Liaise with Government departments, utility companies, public on site etc.
- (10) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff
Resident Senior Surveying Officer (Quantities) (RSSO(Q))

1. Qualifications

- (1) Diploma or Higher Certificate in Quantity surveying or an allied subject from a Hong Kong Polytechnic or technical institute; and
- (2) Grade E or above in English (Syllabus B) and Chinese Language in the Hong Kong Certificate of Education, or equivalent.

2. Experience

Four years post qualification experience in Quantity Surveying.

3. Duties

- (1) Take off quantities and prepare bar schedules from contract drawings, and prepare abstract and bill of quantities.
- (2) Assist in the preparation of estimates.
- (3) Prepare and check site measurement of remeasurement contracts including squaring and other related arithmetic operation.
- (4) Prepare and check abstracts of remeasured work.
- (5) Prepare and maintain records of certified work up to date.
- (6) Check quantity transfer in bill of quantities and final accounts.
- (7) Assist in technical checking and preparation of interim and final accounts.
- (8) Process and check interim and final payment certificates.
- (9) Assess effective value of works and materials on site.
- (10) Value dayworks.
- (11) Calculate and check Contract Price Fluctuation, if applicable.
- (12) Prepare less complicate star or prorata rates.
- (13) Assist professional officers in assessing claims and proposed rates for variations.
- (14) Prepare and check variation bills.
- (15) Assist in the preparation of financial reports.

- (16) Assist professional officers in assessing claims submitted by contractors.
- (17) Assign works to SO(Q) and provide guidance and instruction.
- (18) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff

Resident Surveying Officer (Quantities) (RSO(Q))

1. Qualifications

- (1) Diploma or Higher Certificate in Quantity surveying or an allied subject from a Hong Kong Polytechnic or technical institute; and
- (2) 5 passes in HKCEE including English (Syllabus B) at Grade E, Chinese Language at Grade E and Mathematics at Grade C or equivalent.

2. Experience

One year post qualification experience in Quantity Surveying.

3. Duties

- (1) Take off quantities and prepare bar schedules from contract drawings, and prepare abstract and bill of quantities.
- (2) Assist in the preparation of estimates.
- (3) Prepare and check site measurement of remeasurement contracts including squaring and other related arithmetic operation.
- (4) Prepare and check abstracts of remeasured work.
- (5) Prepare and maintain records of certified work up to date.
- (6) Check quantity transfer in bill of quantities and final accounts.
- (7) Assist in technical checking and preparation of interim and final accounts.
- (8) Process and check interim and final payment certificates.
- (9) Assess effective value of works and materials on site.
- (10) Value dayworks.
- (11) Calculate and check Contract Price Fluctuation, if applicable.
- (12) Prepare less complicate star or pro-rata rates.
- (13) Assist professional officers in assessing claims and proposed rates for variations.
- (14) Prepare and check variation bills.
- (15) Assist in the preparation of financial reports.

- (16) Assist professional officers in assessing claims submitted by contractors.
- (17) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff

Resident Surveying Officer (Engineering) (RSO(E))

1. Qualifications

- (1) Diploma or Higher Certificate in an appropriate discipline from a Hong Kong Polytechnic or technical institute; and
- (2) 5 passes in HKCEE including English (Syllabus B), Chinese Language and Mathematics or equivalent.

2. Experience

One year relevant post-qualification experience in land surveying.

3. Duties

- (1) Carry out field survey works for control positions, initial survey data for planning and design, quality control, setting out and comply with all survey requests of the engineering staff in relation to the design and construction of the project.
- (2) Co-ordinate the survey support to RE on computerisation of survey work. Advise RE on all computerisation requirements including hardware, software, staff requirements including training, implementation of the facilities of the survey section.
- (3) Check contractors' setting-out work and verify positions of as-built works by the contractors.
- (4) Carry out all office calculation, reduction and plotting of the field work including use of computers and specialised software.
- (5) Check the contractors' submissions, compute quantities, monitor movement and settlement.
- (6) Provide monthly and final measurement quantities for the purpose of certifying interim and final payments to the contractors.
- (7) Supervise, direct and control a survey party of Chainmen, Workmen II and Driver who work for him/her.
- (8) Ensure that survey instruments under his control are maintained in good adjustment and proper working order at all times.
- (9) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff

Resident Technical Officer (Civil) (RTO(C))

1. Qualifications

- (1) Diploma or Higher Certificate in an appropriate discipline from a Hong Kong Polytechnic or technical institute; and
- (2) 5 passes in HKCEE including English (Syllabus B) at Grade E, Chinese Language at Grade E and Mathematics at Grade C or equivalent.

2. Experience

One year relevant post-qualification experience.

3. Duties

- (1) Provide general assistance to RE and ARE in all technical aspects of construction work/equipment installation.
- (2) Carry out minor design work and prepare drawings and sketches.
- (3) Carry out plotting related to engineering surveys.
- (4) Carry out site visits and prepare field sketches.
- (5) Prepare programme charts, works progress schedules and plans.
- (6) Check and coordinate for amendment of drawings.
- (7) Produce record drawings.
- (8) Maintain records of drawings and charts.
- (9) Acquire drawing equipment and stores and coordinate their issue and use with proper record-keeping.
- (10) To be responsible for the safe keeping of drafting equipment, stationery and drawing materials etc.
- (11) To be responsible for the keeping of divisional records and information system and for their updating regularly.
- (12) Give advice on the usage of the computer software currently in use.
- (13) Develop and maintain software for simple management and technical applications.
- (14) Undertake preliminary system analysis and design.

- (15) Maintain an inventory record of the computer items and library.
- (16) Process the procurement of standard computer equipment.
- (17) Any other duties as may be assigned from time to time by his superior.

Resident Site Staff
Resident Assistant Clerical Officer (RACO)

1. Qualifications

5 passes in HKCEE including English Language (Syllabus B), Chinese Language and Mathematics or equivalent;

2. Experience

Two years relevant experience.

3. Duties

- (1) Assist the professional staff in the establishment and maintenance of a system for filing of site documents including contract documents, correspondence, reports, forms, drawings, charts and records.
- (2) Handle day-to-day matters relating to receipt and despatch of correspondence, cleaning and maintenance of the site office, coordination of site transport etc.
- (3) Provide clerical support to the site staff including compilation of statistics, preparation of routine returns.
- (4) Coordinate with the Consultants on personnel, office administration and accounting matters of the site staff.
- (5) Any other duties as may be assigned from time to time by his/her superior.

Resident Site Staff
Resident Clerical Assistant (RCA)

1. Qualifications

Completion of Form IV or equivalent.

2. Experience

Two years relevant experience.

3. Duties

- (1) Type correspondence and associated documents by word processing techniques.
- (2) File correspondence and associated document.
- (3) Answer phone & take messages.
- (4) Operate fax machine.
- (5) Maintain register of appointments.
- (6) Receive visitors and maintain record of visitors to site.
- (7) Carry out secretarial & clerical duties.
- (8) Any other duties as may be assigned from time to time by his/her superior.

Resident Site Staff Labour Relations Officer (LRO)

1. Qualifications

- (1) Five subjects at grade 'E' or above in the Hong Kong Certificate of Education Examination (HKCEE) (including Chinese, English (Syllabus B) and Mathematics) or equivalent;
- (2) Good command of both oral and written English and Chinese;
- (3) Preferably have completed a post secondary certificate programme on human resources or personnel management; and
- (4) Good computer knowledge.

2. Experience

- (1) Full-time working experience on personnel management or human resources related duties and good job records; and
- (2) Preferably with past experience on the operation of a computerized smart-card system.

3. Duties

- (1) Act as a one-point contact for the Site Personnel on Site on any enquiries in relation to employment matters.
- (2) Conduct briefing sessions to inform and to educate the Site Personnel the benefits of the wage payment control measures being implemented under the Contract, in particular, the workers' obligations to report wage arrears.
- (3) Conduct regular site visits to promote the monitoring system and establish contacts with Site Personnel to obtain feedback.
- (4) Monitor payment of wages and MPF contributions to assess whether they are made timely by the Contractors and all sub-contractors.
- (5) Oversee the setting up and maintenance of a record system on employment contracts, workers attendance, re-deployment and wage payments.
- (6) Undertake regular physical checks to verify the accuracy and reliability of the records and to identify irregularities, if any, for early intervention.
- (7) Establish a simple and user-friendly complaint system, including the operation of a telephone hotline to receive enquiries from Site Personnel on employment matters and receive reports on wage defaults.

- (8) Alert the Engineer/Architect's Representative of anomalies and to refer the same to the Contractor for investigation and appropriate follow-up actions.
- (9) Refer to Labour Department complaints on wage arrears as soon as they are received and provide necessary assistance to Labour Department to facilitate investigation and/or dispute resolution where appropriate.
- (10) Check and verify the proper operation of the smart-card system; the records of the system and the records of transactions of payment of the wages and MPF contributions.
- (11) Prepare monthly report on payment of the wages and MPF contributions and the smart-card records to the Engineer based on the daily records and transaction records submitted by the Contractor; and
- (12) Attend interviews with the local labour unions and contractors associations, who visit the Site from time to time to promote the wage payment and monitoring process, ascertain whether there are any difficulties with the monitoring process and offer assistance where necessary.