

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 08/30/2019

CLERK OF THE WORKS

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for overseeing and inspecting work in progress, ensuring that plans are being followed as contracted. The incumbent monitors, records, logs and reports progress to assigned supervisor/supervisors. Work is done under direct administrative review by the Superintendent of Schools and/or the Superintendent of Buildings, Grounds and Transportation. Supervision of others is not a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Ensures contract documents are accurately followed;
Inspects work in progress;
Observes testing procedures;
Monitors schedules of multiple prime contractors;
Communicates and coordinates with architect, Superintendent of Schools, prime contractors and subcontractors;
Writes daily reports;
Keeps a project log;
Reviews payment applications;
Provides Board of Education presentations and monthly updates;
Assists the architect in preparation of the punch list and final inspection of work;
Conducts regularly scheduled construction meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of contract administration; good knowledge of the principles and practices of building construction and inspection; good knowledge of building construction materials and equipment; working knowledge of building codes and regulations; ability to recognize deviation from plans and specifications; ability to maintain moderately difficult records; ability to read architectural blue prints; ability to communicate effectively, both orally and in written form; understand and carry out oral and written instructions; ability to establish and maintain good working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Graduation from high school or possession of high school equivalency diploma **AND** five (5) years of work experience in all aspects of institutional construction, including earthwork, asbestos abatement, concrete, masonry, roofing, interior finishing, carpentry finishing and casework, heating and air-conditioning, plumbing, electrical and site work.

Adopted: 12/09/2008
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