

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: 9 M/C

SPEC DISK B5
DOCUMENT 31

"CLERK OF THE WORKS"

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for acting as representative and liaison between the employer and building project contractors ensuring that all contract terms are met by the contractors, conducting on-site observations and checks on the work in progress, maintaining and checking the construction schedule and submitting necessary reports. The work is performed under the general supervision of the local legislative body or top administrative officer in close coordination with the contractors. Supervision is exercised over project contractors. Certain and specific limitations of authority are placed on this position by the owner or employer and should be listed in writing. These limitations may vary slightly with the employer and the project. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Represents the owner on all design and construction matters unless instructed otherwise;
Conducts on-site inspections for compliance with contract specifications and obligations are met by Contractors and sub-contractors that all materials meet specifications and are installed according to plans;
Maintains log or diary of construction activities and construction progress;
Maintains a construction master schedule, keeping it updated and noting construction progress;
Observes and records all laboratory tests required by the contract;
Maintains files of correspondence job conference reports, shop drawings, contract documents, change orders, addresses of contractors and subcontractors, etc.
Issues periodic reports to the legislative body on the basis of detailed records;
Reviews applications for payments from contractors and forwards the application with recommendation for disposition to the appropriate office;
Coordinates the efforts of architectural and contract entitles in order to prevent delays and meet construction schedule;
Ensures that all safety measures are met at the construction site.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Must have a good knowledge of the installation and operation of electrical, plumbing, heating and ventilating equipment; thorough knowledge of the principles, practices and terminology of building construction; thorough knowledge of safety practices in construction; ability to read and work from blue prints, plans and specifications; ability to plan supervise and inspect work on construction projects; ability to prepare oral and written reports; mechanical aptitude; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, architecture or a related field and two years of responsible supervisory experience in the construction of large projects, institutional buildings or related areas or responsibility as a Clerk of the Works or owner's representative in the above type of work; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an associates degree in construction or engineering technology and four years of construction experience in the construction of large projects, institutional buildings or related areas, two years of which must have been in a supervisory capacity; or

- (c) Graduation from high school or possession of a high school equivalency diploma and six years of construction experience, three years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).