

## **CLERK OF THE WORKS**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position coordinates construction activities with architects, contractors and engineers. Incumbent insures that all contract terms are met by the contractors, conducting on-site observations and checks on the work in progress, maintaining and monitoring the construction schedule and submitting necessary reports. The work is performed under the general supervision of a designated administrative employee of the agency or municipality. Supervision is exercised over project contractors.

### **TYPICAL WORK ACTIVITIES:**

1. Coordinates efforts and activities of engineering, architectural and contract entities;
2. Performs survey/stakeout activities in the field;
3. Acts as liaison on all design and construction matters;
4. Performs onsite inspections on all facets of construction and supervises crews as required;
5. Insures that all safety measures are met at the construction site;
6. Insures that contract specifications and obligations are met by contractors and that all materials meet specifications and are installed according to plans;
7. Maintains master schedule, construction log and diary of construction activities and construction progress;
8. Reviews applications for payments of contractors and forwards the application with recommendation for disposition to the appropriate office;
9. Prepares various reports and narratives;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, materials, tools and terminology of building and infrastructure construction; thorough knowledge of safety practices in construction; good knowledge of basic inspection techniques; ability to read and work from blueprints, plans and specifications; ability to plan, supervise and inspect work on construction projects; ability to create and modify database software applications; ability to communicate effectively both orally and in writing; ability to prepare oral and written reports; ability to establish a good rapport with people and to maintain effective relationships; mechanical aptitude; dependability; good judgement; thoroughness; physical condition commensurate with the demands of the position.

**CLERK OF THE WORKS** (Cont'd)

**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 one year of technical work experience in drafting, engineering or the construction of large projects;
- OR:            (B)     Graduation from high school or possession of a high school equivalency diploma and five years of technical work experience in drafting, engineering or the construction of large projects;
- OR:            (C)     An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Candidates must possess a valid driver's license at time of appointment.

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ADOPTED:   04/20/75

REVISED:   05/27/87       11/10/94       11/12/96       10/31/02       02/22/07