

CLERK OF THE WORKS

GENERAL STATEMENT OF DUTIES: Represents the employer and acts as liaison between the owner or employer and contractors on a building project; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class have 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 a designated administrative employee. 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.

EXAMPLES OF WORK: (Illustrative only)

- Represents the owner on all design and construction matters unless instructed otherwise;
- Ensures that contract specifications and obligations are met by contractors and sub-contractors;
- Inspects and verifies that all materials meet specifications and are installed according to plans;
- Maintains log or diary of construction activities and progress;
- Maintains a construction master schedule, keeping it updated and noting completion of specific phases;
- Reviews applications for payments from contractors and recommends disposition to the appropriate office;
- Coordinates the efforts of architects, contractors, and sub-contractors in order to prevent delays and meet construction schedule;
- Ensures that all safety measures are met at the construction site.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

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 suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (a) Graduation from a regionally accredited or New York State recognized college or university with a bachelor's degree in engineering, architecture or a related area and two years of responsible supervisory experience in the construction of large projects, institutional buildings or related areas; or
- (b) Two years of experience as a Clerk of the Works or owner's representative in the above type of work; **or**

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- (c) Graduation from high school and three years construction experience in addition to three years of supervisory experience as mentioned in (a) above; or
- (d) Any equivalent combination of training and experience.