

Job Description

Job Title: Clerk-of-the-Works

Qualifications:

1. Minimum of 5 years experience in the field of building construction or related fields.
2. Knowledge and experience in architectural and construction contracts, Uniform Building Codes, Uniform Fire Codes, Uniform Mechanical Codes, National Electrical Codes, and laws and standards affecting building construction.
3. Such alternatives in qualifications as the Board may deem appropriate.

Primary

Function: Work with the superintendent to provide general administration of the architectural and construction contracts to insure that all new educational facilities are constructed with the highest standards of efficiency, safety, economy and quality.

Reports To: The Board through the superintendent

Terms of Employment: Duration of the basic project. Salary to be determined by the Board.

Performance Responsibilities:

1. Must thoroughly review all plans and specifications and be able to interpret blueprint drawings accurately.
2. Become thoroughly familiar with the requirements of the Architectural/Owner Agreement and the Construction Contract Documents, all applicable codes and standards, submittals and directions issued by the architect and monitor performance of duties under the contract documents, reporting any deviations immediately to the superintendent.
3. Observe the quality of construction and the results of any required tests, monitor the construction schedule, promptly report to the superintendent any deviations from the specifications, use of inferior materials or other non-conforming work, or non-performance, or any conditions which may cause a delay in completion.
4. Prepare a daily log book recording the time spent and any activities regarding the projects, weather conditions, nature and location of the work being performed and by whom, the number of workers per employer, any verbal instructions and interpretations given by the architect. Record any conditions which could result in a change in contract price or time.

5. Accompany the architect on all project inspections, to include substantial completion and completion inspections, and make recommendation to the superintendent on acceptance of the work.
6. The clerk shall not be responsible for acts or omissions of the architect consultants, the contractor, any subcontractors or any agents or employees performing services or work under the respective contracts.
7. Shall not authorize any deviations from the Owner/Architect Agreement or contract documents. Shall not authorize substitute materials or equipment, but should make recommendations to the superintendent wherever substitutions are necessary.
8. Shall not advise or issue directions to contractor concerning aspects of construction means, methods, techniques, sequences or procedures in connection with the work.

Evaluation: Performance of this job category will be conducted In accordance with the Board policy on evaluation of classified personnel and will be conducted by the superintendent.

Approved: April 6, 1987