

## CLERK OF THE WORKS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for inspecting public buildings under construction by private companies to ensure adherence to specifications and standards. Employees in this class are responsible for inspecting buildings, building complexes and other construction projects to assess degrees of compliance with specified timetables, materials, methods and standards of work. Incumbents exercise a high degree of independent judgment in determining the status of construction projects and estimated future progress. The work is reviewed by professional engineers or architects through reports or on-site inspection. Work is performed under general supervision and may be assigned to one or more projects at a time, usually working alone but following each assignment from start to finish. Incumbents in this position do not ordinarily exercise supervision over other employees. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects public buildings in the course of construction, alteration or repair for adherence to plans, specifications and estimates;  
Observes plumbing, heating, electrical and ventilation installations and records progress of the same;  
Identifies and records materials and substances used in construction;  
Keeps daily log of normal and unusual construction activity and occurrences, such as: work completed, work hours expended, and equipment used by contractors, deliveries, damages suffered as consequence of weather, complaints of adjoining property owners, visitors to site, accidents, strikes, citations against contractors by governing safety inspectors, etc;  
Checks in all supplies, furniture and loose fixtures delivered to sites; inspects for compliance to standards and specifications;  
Records all deliveries in daily log;  
Makes daily reports of contractors and number and types of workers present on site, work in process and completed and weather conditions;  
Reads and interprets plans, blueprints, specifications and estimates;  
Arranges for technical experts to inspect portions of work upon apparent need;  
Takes samples of materials and arranges for laboratory tests;  
Confers with contractors, technical experts and local officials concerning progress of work;  
Attends regular job meetings with architects, contractors, subcontractors and engineers to report progress and resolve possible scheduling difficulties;  
Keeps records of incomplete and unsatisfactory work including defects which become apparent in use, and submits these to architects for inclusion in punch lists of unfinished work to be completed by each contractor to comply with contract;

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Schedules and checks all work to remove from punch lists to ensure that it is done according to specification;

Consults with property owners adjacent to construction sites to resolve problems caused by construction activities;

Contacts appropriate departments and utility companies concerning initiation, cessation or disruption of services;

Certifies monthly requests for payments from contractors from inspection reports and logs, to assure that work contracted for has been completed before payment.

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

Thorough knowledge of the principles and practices of building construction and inspection;

Good knowledge of contract administration in the field of building construction;

Good knowledge of building construction materials and equipment;

Working knowledge of building codes and regulations;

Skill in determining quality of work performed in the building trades;

Ability to read and interpret blueprints, plans and specifications;

Ability to recognize deviation from plans and specifications on a building site;

Ability to make quantity estimates;

Ability to maintain moderately difficult records;

Ability to report clearly and concisely both orally and in writing;

Ability to establish and maintain good working relationships with contractors, architects and engineers;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Five (5) years of work experience, or its part-time equivalent, in building construction work, two (2) years of which must have been in a job above the laborer level in a building trade; or

B) Five (5) years of work experience, or its part-time equivalent, in housing and building inspection, two (2) years of which must have been in inspection of buildings under construction as a building, electrical or plumbing inspector or Clerk of the Works.

NOTE: Education beyond high school in the area of engineering, architecture, construction technology or related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees will be equivalent to one year of experience.

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Competitive