

CLERK OF THE WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position perform technical work involving the inspection of buildings and structures under construction or renovation by a private contractor for a municipality or school district. The employee acts as resident inspector of buildings being constructed, altered or repaired by outside contract forces. Work emphasis is upon gaining compliance with legal requirements and prescribed specifications. Employees ordinarily work alone and are expected to make independent decisions requiring technical discretion and judgment. Work is subject to review by professional engineering personnel through oral and written reports and by inspection. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs daily onsite observations of progress and quality of work completed by general contractor, HVAC, plumbing, and/or electrical contractors;

Inspects buildings and structures in the course of construction, alteration and repair for compliance with approved plans and specifications;

Inspects carpentry, heating, plumbing, ventilation and electrical installations for compliance with specifications;

Confers with contractors to ensure adherence to standards and specifications including layout, sequence and interpretation of contract documents;

Checks materials and arranges for laboratory tests;

Performs daily checks of field dimensions of work in progress and all layouts prior to installation;

Observes testing required by contract and reports any irregularities to supervisor;

Attends meetings with the contractors to discuss progress of work and address any problems encountered or anticipated;

Keeps an accurate daily log of on-site activities including weather conditions, nature and location of work being performed and the equipment used by contractor; records any occurrences that may result in a change of contract;

Monitors each contractor's construction schedule and notifies supervisor of possible delays and estimated date of project completion;

Receive and relay to supervisor any requests for information by the contractors;

Makes oral and written reports to superiors as to progress of work;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, methods, materials and equipment common to building construction; good knowledge of the building trades; good knowledge of inspection practices and techniques; ability to establish and maintain cooperative relationships with public officials and building contractors; ability to read and interpret a variety of blueprints, plans and specifications applicable to building construction; ability to make skilled technical inspections and to enforce regulations firmly, technically and impartially; ability to keep records and prepare reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; integrity; honesty; thoroughness; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in building construction work, building repair or building mechanical maintenance work, two (2) years of which shall have been in a supervisory capacity.

SUBSTITUTION: An Associate's Degree* in Engineering Technology may be substituted for two (2) years of the general experience. There is no substitution for the two (2) years of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid driver's license issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets this condition at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
Towns, Villages, Special Districts,
Cities of Rye and Peekskill
J. C.: Competitive
FAA9
1d

Job Class Code: S379-01 (School Districts)
0379-01 (Municipalities)