

CLERK OF THE WORKS

GENERAL STATEMENT OF DUTIES: Performs technical work involving the inspection of buildings and structures under construction by a private company for a municipality or school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: 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.

EXAMPLES OF WORK: (Illustrative Only)

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

Confers with contractor to ensure adherence to standards and specifications;

Checks materials and arranges for laboratory tests;

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

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

Keeps and accurate daily log of the work done and the equipment used by Contractor;

May use computer application such as spreadsheets, word processing, calendar, e-mail and database software in the performance of the job.

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; ability to establish and maintain cooperative relationships with 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; 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 either (a) five years of experience in building construction work, building repair or building mechanical maintenance work, two years of which shall have been in a supervisory capacity; or (b) successful completion of a two year post high school course in an engineering technology and three years of experience in building construction work, building repair or building mechanical maintenance work, two years of which shall have been in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.