

CLERK OF THE WORKS

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for monitoring contract compliance, for the protection of his employer. An employee in this class is responsible for ensuring the protection of his employer through his activities in the monitoring of contract compliance by outside agents, and through the coordination of all activities required for the execution of agreements relating to the completion of special projects, primarily those involving the construction of new facilities, or the remodeling of old facilities. The duration of the appointment is determined by the length of time the project runs; the appointment terminates with the completion of the project. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Maintains continuous and close vigil over progress of activities pertaining to assigned project, to insure contract compliance by primary and secondary contractors;
Inspects project site, to insure compliance with safety procedures and regulations;
Upon proper authorization, expedites changes and modifications in contractual provisions;
Attends meetings between contractors and employer, and makes appropriate reports thereof;
Reviews payment requests from contractors, to assist employer in determining validity of requests;
Coordinates all on-site activities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the meaning and application of construction contract terminology; good knowledge of construction methods and materials; ability to read blueprints; ability to comprehend complex written instructions; ability to secure the cooperation of others.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of an equivalency diploma recognized by the NYS Education Department and two years of experience in the development and implementation of construction contracts.

NOTE: For complex capital projects, additional training/ experience factors may be required.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Possession of an appropriate valid New York State Driver's License.

Competitive Class
Non-Competitive (Part-time)