

CLERK OF THE WORKS I (GROUP OF CLASSES)

DISTINGUISHING FEATURES OF THE CLASS: This is construction oversight and inspection work of a complex nature requiring a background in the appropriate construction field (i.e. general construction, electrical, mechanical, plumbing, sewer, landscaping, building). The work is performed under the direct supervision of a construction or facilities manager and the general direction of a legislative body or board of trustees usually in close coordination with the design architect and engineer. Appointments are limited to the approximate duration of the construction period, as provided in Section 64.3 of the New York State Civil Service law. Appointments expected to continue, or extend beyond 18 months, are subject to competitive examinations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Explains intent of contracts to contractors;

Conducts on-site inspections of construction work projects for compliance with contract specifications for work, material and equipment;

Considers and evaluates suggestions and modifications of contractors for referral, generally to a facilities or construction manager;

Maintains schedules of work progress and reasons for delays in construction;

Accompanies inspectors from other agencies;

Receives test samples and observes results of test procedures;

Reviews contractors' requests for payment, and makes recommendations regarding same;

Maintains files of correspondence, job conference reports, shop drawings, contract documents, change orders, addresses of contractors and sub-contractors, daily log, etc.;

Coordinates the work of the various prime contractors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools and terminology of the various construction fields required; good general knowledge of building and construction practices, tools, equipment and materials; ability to read and interpret plans and specifications; ability to establish and maintain cooperative relationships with contractors and other construction principals.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of experience as a Construction Supervisor or Superintendent, Contractor, or Engineering Technician with substantial field experience in which the services are required.

NOTES:

1. An Associate's degree in Architecture, Civil Technology, Engineering, Engineering Technology, Building Sciences, or comparable curriculum, may be substituted for one (1) year of the required experience.
2. A Bachelor's degree in Architecture, Civil Technology, Engineering, Engineering Technology, Building Sciences, or comparable curriculum, may be substituted for the required experience.

R.C.D.P. (03.31.2015) 11.15.2015 - Job specification may be subject to further revision
Competitive

01.27.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.