

SUPERVISING CLERK OF THE WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is specialized inspection and liaison work of a complex nature involving responsibility for coordinating and overseeing capital projects. The work is performed under the general direction of the Director, Facilities Management or higher-level administrator and supervision is exercised over technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates the work activities of staff involved in capital projects;
Coordinates construction activities and makes recommendations regarding capital projects (e.g., budget, change orders, payments, etc.);
Reviews and approves change orders in accordance with the direction of the Director, Facilities Management or his/her designee;
Meets with contractors to discuss details of capital projects and monitors progress and cost estimates;
Reviews contractors request for payment and makes recommendations regarding same;
Assists the director by gathering pertinent information in the planning and development of capital budgets, and makes recommendations for the county's capital projects program;
Prepares bid advertisement specifications and technical portions for advertisement;
Develops, prepares, reviews and revises plans, specifications, design and cost estimates, etc., of proposed renovations and capital project funds;
Maintains complete files for each capital project (e.g., correspondence, job conference meeting, minutes, reports, shop drawings, contract documents, construction logs, etc.);
Prepares a variety of reports;
Attends meetings and conferences, as necessary;
May conduct on-site inspections of work projects for compliance with contract specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of capital project management; thorough knowledge of the practices, tools and terminology of the various construction fields required; thorough knowledge of building and construction practices, tools, equipment and materials; ability to read and interpret construction plans and specifications; ability to supervise the work of others; ability to establish and maintain cooperative relations with others, including contractors; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of field experience as a Construction Coordinator, Superintendent, Contractor, or Engineer.

NOTE:

1. A Bachelor's degree or higher in Architecture, Civil Technology, Engineering, Engineering Technology, Building Sciences, or comparable curriculum, may be substituted for two (2) years of the required experience.
2. Possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

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SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment, the appointing authority shall verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

R.C.D.P. (02.07.2018) 10.19.2020
Competitive

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