

ASSISTANT CLERK OF THE WORKS

Competitive

(Adopted: April 29, 1991)

DISTINGUISHING FEATURES OF THE CLASS: This position serves as an assistant to a Clerk of the Works in acting as a representative and liaison between the employer and building project contractors to ensure that all contract terms are met by the contractors. The incumbent has considerable contact with contractors conducting on-site observations and checking work in progress. The work is performed under the direct supervision of a Clerk of the Works with limited leeway allowed for exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Observes the progress and quality of work to ensure that contract specifications and obligations are met by contractors and subcontractors;
Inspects and verifies that all materials meet specifications and are installed according to plans;
Maintains a log or diary of construction activities and progress as directed;
May be required to maintain a construction master schedule, keeping it updated and noting completion of specific phases;
Assists in the review of applications for payments from contractors and recommends disposition to the appropriate office;
Coordinates the efforts of architects, contractors, and subcontractors in order to prevent delays and meet construction schedule;
Ensures that all safety measures are met at the construction site;
Monitors the construction schedule and reports to the Clerk of the Works conditions which may cause delay in completion;
Directs operations in the absence of the Clerk of the Works;
Maintains records and compiles reports pertinent to construction quality and progress;
Attends meetings with the architect, contractors, governing board or other agencies related to the construction process.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of building construction; thorough knowledge of safety practices in construction; ability to read and work from blue prints, plans and specifications; ability to plan, supervise and inspect work on construction projects; ability to prepare oral and written reports; mechanical aptitude; dependability; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in the construction of large projects, institutional buildings or related areas; one (1) of which must have been in a supervisory capacity.

NOTE: Training beyond high school in engineering architecture or a related area may be substituted for the above required experience on a year-for-year basis.