

Jurisdictional Class: Competitive  
Adopted: July 22, 2002  
Revised: May 21, 2010

**CLERK OF THE WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** The Clerk of the Works is responsible to the Superintendent and/or the Board for the supervision of an entire construction project. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Be up-to-date on all contract specifications, addenda, accepted alternates, and change orders;  
Inspects all deliveries of construction materials and equipment;  
Inspects progress of construction work as it progresses;  
Requests interpretations of drawings for specifications as needed from the engineer;  
Follows the job site administration directions noted within the Project Manual produced by the architect;  
Maintains a daily log which will be available to the Superintendent or his/her designee:  
The log will include;  
(a) Day's weather and temperature at specific times;  
(b) Number of tradesmen working;  
(c) Description of what kind and amount of materials delivered and from whom material was delivered;  
(d) Review provisions for storage and protection of materials delivered;  
(e) Job conditions and exceptions to daily routine;  
(f) Unusual occurrences, such as strikes, walkouts, determinations, or prior problems;  
(g) Names of visitors on construction job site;  
Assigns and monitors work done by the custodial and maintenance staff throughout the district so that work is coordinated with construction project;  
Arrives first on the job in the morning and be the last to leave at night, this being subject to negotiations with the Superintendent or his/her designee;  
Attends all required job conferences and meetings;  
Reports to architect or engineer whenever work is perceived as unsatisfactory, faulty, defective, or does not conform to contract documents;  
Avoids a regular pattern of inspection that is predictable;  
Accompanies visiting inspectors representing public or other agencies;  
When work is interfering with agency processing, the Clerk will stop work of any kind pending a final decision of the architect or engineer;  
Reports on the progress of the construction project as requested by the Superintendent or his/her designee, to the Board and/or the Superintendent or his/her designee;  
Assumes other related duties as assigned by the Superintendent or his/her designee.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Process technical knowledge of building materials and construction procedures;  
Ability to read, understand, and interpret plans and specifications;  
Working knowledge of codes, ordinances, and safety regulations;  
Ability to demonstrate a reasonable, tactful, yet firm manner in relationships.

Clerk of the Works

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of an Associate's Degree with specialization in Civil Engineering, Construction Technology, or related field and one (1) year of experience in building construction work; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in building construction work or in a building trade; or
- (c) Completion of a standard course in building construction or trades work and ten (10) years of experience in building construction work or in a building trade; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.