

CLERK OF THE WORKS II

42470
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for supervising and participating in the inspection of public construction projects in progress and upon completion to ensure adherence to specifications, standards and schedules. An incumbent in this class also functions as contract coordinator on certain projects which involves the planning, scheduling and coordinating the construction activities of a number of prime contractors. A high degree of independent judgment is exercised in completing work assignments. Work is reviewed by the Division of Engineering (Buildings) through conference and review of results. Supervision is exercised over a small number of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists the city engineer in the assigning of Clerks of the Works I to various construction projects.

Establishes inspection goals, requirements, and reporting procedures.

Trains Clerks of the Works I in inspection technique, recognition of current construction material, reporting methods, and other job duties.

Accompanies Clerks of the Works I on some inspections for training purposes.

Reviews reports of inspections submitted by Clerks of the Works I and revises inspection routines accordingly.

On request, may accompany and assist a Clerk of the Works I on difficult inspections.

Meets with prime contractors to establish working relationships and plan construction activities.

Prepares integrated construction schedules for various contractors to ensure that all phases of the project will be performed timely and in proper sequence.

Coordinates construction activities at a construction site to ensure that required materials and crews are available on schedule.

Attends job meetings to discuss construction problems and devise solutions; adjusts schedules and issues work charge orders as required.

Reviews monthly certifications for payments from contractors from inspection reports and logs, to assure that work contracted for has been completed before payment.

Analyzes contract provisions and makes recommendations concerning future construction.

Supervises the maintenance of files and records of all work completed and in progress.

May perform routine inspections when Clerk of the Works I are not available.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of building construction, inspection and site development.

Thorough knowledge of contract administration in the field of building construction.

Thorough knowledge of building and site construction materials and equipment.

Good knowledge of the principles and practices of supervision.

Good knowledge of building codes and regulations.

Skill in determining quality of work performed in the building trades.

Ability to read and interpret blueprints, plans and specifications.

Ability to make quality estimates.

Ability to establish and maintain effective working relationships with contractors, engineers, architects and municipal officials.

Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.

Ability to prepare concise oral and written reports.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Promotion:

Two (2) years of permanent competitive class status in the title of Clerk of the Works I.

Open-Competitive:

A) Two (2) years of work experience, or its part-time equivalent, as a Clerk of the Works for an architect or as a Superintendent of a General Contractor or as a Clerk of the Works I.

B) A satisfactory equivalent combination of the above described work experience.

10/90 Revised