

## **CLERK OF THE WORKS II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly responsible inspection and liaison work requiring a background in the appropriate construction field (i.e. sewer, landscaping, building). The work is distinguished from a Clerk of the Works I in the overall greater responsibilities of the position and may also be distinguished in terms of project size, independence of action and supervision exercised. The work is performed under the direct supervision of the Construction Representative and/or Assistant Construction Representative and the general direction of the legislative body or board of trustees usually in close coordination with the design architect and engineer. Supervision may be exercised over other technical personnel, including Clerk of the Works I. Appointments are limited to the approximate duration of the construction period. Appointments expected to continue, or extend beyond 18 months, are subject to competitive examination. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Meets with architects and engineers to expedite production of plans and specifications after parameters have been set up by Construction Representative;  
Reviews "General Conditions" (legal, labor, administrative, etc.) of specifications, as well as technical portions prior to bid advertisement;  
Inspects existing plant facilities and recommends the type of corrective work required on existing problems;  
Supervises contractor's performance for compliance of all phases of his contractual obligation;  
Supervises work of independent testing personnel and reviews lab test reports;  
Maintains records of job progress;  
Reviews contractor's progress payment vouchers;  
Checks contractor to see that he has satisfied requirements of County, State and Federal agencies, where applicable;  
Prepares specifications and drawings for smaller projects;  
Researches new products and techniques in construction;  
Prepares reports and maintains records required by State and Federal agencies;  
Explains intent of contracts to contractors;  
Maintains schedules of work progress and reasons for delays in construction;  
Maintains on-job files of correspondence, job conference reports, shop drawings, contract documents, change orders, addresses of contractors and sub-contractors, daily log, etc.;  
May act as a "construction manager" on specified small to medium-sized projects.

### **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 inspect construction projects; ability to read and interpret plans and specifications; ability to maintain appropriate work records; ability to establish and maintain cooperative relationships with contractors and other construction principals.

(over)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and five (5) years of experience as a Construction Coordinator, Superintendent, Contractor, or Engineer in the field in which the service is required.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.

**NOTE:** Construction experience (not as a Laborer) may be substituted for high school on a year-for-year basis. Training in architecture and/or engineering may be substituted for the required experience on the basis of two (2) years of training/education for one (1) year of the required experience.

**PROMOTION:** One (1) year as a Clerk of the Works I or equivalent title.