

Clerk of the Works

DISTINGUISHING FEATURES OF THE CLASS: The Clerk of the Works (CoW) is responsible for the supervision of an entire construction project. The Clerk of the Works will be up-to-date on all contract specifications, addenda, accepted alternates and change orders and handles inspection of all deliveries of construction materials and equipment and reports on the progress of the construction project. The work is performed under general supervision with considerable leeway permitted to exercise independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Daily site visits to inspect construction work quality and progress;
- Maintains continuous and close vigil over progress of activities pertaining to assigned projects;
- Assigns and monitors work done by the custodial and maintenance staff so that work is coordinated with construction projects
- Attend and contribute to meetings between contractors and employer;
- Coordinates all on-site activities;
- Review architect's designs and proposals;
- Reports to architect or engineer whenever work is perceived as unsatisfactory, faulty, defective or does not conform to contract documents
- Communicate with all internal parties keeping them informed of critical milestones;
- Investigate and trouble shoot any issues with construction projects;
- Accompanies visiting inspectors representing public or other agencies
- Monitor and enforce all health and safety policies on construction sites.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND 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.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate 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.

SPECIAL REQUIREMENT: In agencies where required, possession of an appropriate class New York State driver's license at the time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/12/2020

CATTARAUGUS COUNTY
CIVIL SERVICE

AUG 12, 2020


Personnel Officer