

Job Description

TEMPORARY

Job Title: Clerk of Works

Supervisor: Executive Director of
Plant Services

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for observing the progress and quality of construction projects to determine in general that they are proceeding in accordance with the agreed upon timeline and deadlines via the appropriate contracts. Position serves as the school division's liaison and project manager. Position is responsible for assisting in the overall understanding of the scope of projects.

Essential Duties

1. Acts as the school division's liaison between contractors, engineers, surveyors and city project managers.
2. Inspect construction work and compare it with drawings and contract specifications.
3. Keep a logbook containing project progress and reports. The log must contain activities related to the project, weather conditions, nature and location of work being performed.
4. Monitor the construction progress and assist in the preparation of progress reports as requested by Superintendent or School Board.
5. Attend project meetings, record meeting proceedings and report issues/discussions to Executive Director of Plant Services.
6. Refer to project plans; take photographs of project progression along with measurements and samples.
7. Ensure regulatory compliance related to the project planning and implementation; provides guidance to management on program areas needing revisions or updates; and may provide recommendations or information on current or proposed regulations, or guidance on all scheduling of regulatory timelines.
8. Maintain records of the construction site or as directed by the Executive Director of Plant Services in an orderly manner. Include correspondence where applicable to include contract documents, change orders, construction change authorizations, and architect/engineer supplement instructions requests for payment, names and addresses of contractors, subcontractors and principal material suppliers.
9. Observe the contractor's record drawings at intervals appropriate to the stage of constructions and notify appropriate administrator of any apparent failure by the contractor to maintain up to date records, when applicable.
10. Assist architect/engineer in evaluating contractor's suggestions and recommendations and assist in the final decision-making.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director of Plant Services or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or GED required. Completion of trade school courses, apprenticeship/journeyman program, or 10 years of applied job experience which provides the required knowledge. Extensive knowledge in all phases of construction, building codes etc. Comprehensive knowledge of standard practices, tools, and the

terminology of construction. Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner. Ability to read and interpret blue prints. Must possess a valid Virginia Driver License.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders, work on roofs up to two stories in height, lift at least 75 pounds occasionally and work in dirty, dusty conditions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Executive Director of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Clerk of Works will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

03/2022 CR