CLERK OF THE WORKS JOB DESCRIPTION

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT
CATAWISSA, PENNSYLVANIA

POSITION: Clerk of the Works

DEPARTMENT: Buildings and Grounds

JOB DESCRIPTION:

PURPOSE:
Observe the construction projects on-site to protect the School District against defects and deficiencies in the Contractor’s work. A Clerk of the Works ensures that the School District has a construction administrator on the premises on a full-time basis and that the inspections are performed in a manner that confirms the reported results. The individual or company supplements, rather than replaces, the work of the Architect’s employees.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:
All individuals working on site must provide evidence of successful experience and/or education in the development and implementation of construction projects. Individuals must be facile with computer hardware and software applicable to word processing and construction applications.

GENERAL:
1. Ability to work with and among building tradespeople.
2. Experience and/or education in the construction, architectural design and engineering fields.
3. Demonstrated ability to oversee a major institutional or industrial construction project involving all phases of construction.
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4. Ability to maintain records, conduct conferences, observe work in progress and compile written reports and experience in the same.

5. Demonstrated ability to communicate on a professional level with School District staff, Architects and Contractors.

6. Demonstrated ability to interpret and understand AIA contracts, blueprints and similar construction documents and experience in the same.

7. All individuals working on-site must successfully undergo all required background checks as required by the SCA.

REPORTABILITY:

Reportable and shall respond to directives and inquiries on a routine basis to the Buildings and Grounds Supervisor, but shall also respond to the directives and inquiries of the Superintendent.

PERFORMANCE RESPONSIBILITIES:

(INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING)

1. On a full-time basis (40 hours per week, or more if necessary) conduct on-site observations and comprehensive checks of work in progress as a basis for determining conformance of work, material and equipment with the Contract Documents.

2. Serve as liaison between the Contractor (through the Contractor’s job superintendent), the School District and the Architect, and maintain a professional relationship with the Contractor and all Subcontractors on the job.

3. Protect School District personnel from issuing instructions to the Contractors or employees.
4. Ensure tests which are required by the Contract Documents or Government regulations are appropriately performed and observed. Record and report to the Architect all details relative to the test procedures.

5. Maintain, at the jobsite, orderly files for correspondence, reports of Project Meetings, and documents, including all Addenda, Change Orders, payrolls, additional drawings issued subsequent to the award of Contract, and all other pertinent information.

6. Keep a daily diary or log book recording hours on the jobsite, weather conditions, list of visiting officials and jurisdiction, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.

7. Develop and maintain records assuring that all individuals on the construction site have obtained proper background checks and clearances as required by the SCA.

8. Advise the Contractors against the installation of any materials and equipment for which Shop Drawings are required unless such Drawings have been duly approved and issued by the Architect.

9. Do not authorize deviations from the Contract Documents. Do not conduct any test personally. Do not enter into the area of responsibility of the Contractor’s field superintendent. Do not expedite work for the Contractor. Do not advise or issue direction relative to any aspect of the building technique or sequence, unless a specific technique or sequence is called for in the Specification. Do not approve Shop Drawings or samples.

10. Report any variances, conflicts or potential problems to the Architect or School District immediately.

11. Perform other functions as required or requested by the School District or Architect as set forth in the Clerk of the Works Service Agreement.
12. Consider and evaluate suggestions or modifications which may be
submitted by the Contractor to the Architect, and report them with
recommendations to the Architect for final decision.

13. Be alert to the completion date and to conditions which may cause
delay in completions, and report same to the Architect.

14. Attend all required conferences held on or off the jobsite, and report
all results to the School District.

15. Maintain required payroll information and records.

16. Assist the Contractor’s superintendent to understand the intent of the
Contract Documents. Obtain from the Architect additional details or
information if, and when, required at the jobsite for proper execution
of the work.

17. Accompany Local, State, or Federal inspectors through the Project,
record the outcome of these visits, and report same to the Architect
and the School District.

18. Receive samples which are required to be furnished at the jobsite,
record date received and from whom, notify the Architect of their
readiness for examination, record Architect’s approval or rejection,
and maintain custody of approved samples.

19. Record names, address, and telephone numbers of all Contractors and
Subcontractors.

20. If the School District occupies (to any degree) the building prior to
actual completion of the work by the Contractor, be especially alert to
the possibilities of claims for damage to completed work prior to the
acceptance of the building.

21. During the course of the work collect guarantees, certificates and
maintenance operation manuals; and at the acceptance of the Project,
assemble this material and deliver it to the Architect for forwarding to
the School District.
22. Review all Requisitions for Payment from Contractors.

23. Coordinate and comply with directives of the School District Superintendent on phasing of the Project for work at night, on weekends and/or holidays.


AGREED:

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CLERK OF THE WORKS

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SOUTHERN COLUMBIA AREA SCHOOL DISTRICT