

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CLERK OF THE WORKS

TITLE #: 1169

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of technical work inspecting a building under construction by a municipality or a private company. Under the general supervision of professional engineering or architectural personnel, the employee acts as resident inspector of a building being constructed, altered or repaired by contract forces and is responsible for ensuring compliance with approved specifications and plans. This employee works alone and is expected to make independent judgments and decisions. Work is subject to review through oral and written reports and on site inspections. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects buildings under construction, alteration or repair by a private company under contract;

Plans, directs, and organizes construction activities ensuring safety procedures are being met;

Determines labor requirements, assigns, and directs the work of staff and tradesmen;

Conducts on site observations and spot checks of the work in progress to determine if work, materials and equipment conform to specifications and plans;

Inspects all installations and checks equipment against that specified on plans;

Confers with the general contractor to ensure compliance with approved standards and specifications;

Resolves matters such as work procedures, complaints, or construction problems;

Observes and records all laboratory tests required by the contract;

Maintains work schedules to meet completion date and to conditions which may cause delay in completion;

Makes written reports to superiors concerning progress on a percentage of completion basis;

Maintains an orderly file for correspondence, reports, shop drawings and copies of contract documents on the job site;

Keeps an accurate daily log of all work done and all equipment used by the contractor.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, methods, materials and equipment used in building construction; good knowledge of building trades; ability to read and interpret plans and specifications and ability to recognize deviations from such plans during construction, alteration and repair; ability to keep records and prepare reports, ability to secure the cooperation of others; honesty; thoroughness; neatness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in engineering or architecture and one (1) year of experience supervising the construction of buildings; OR
- (B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of experience in building construction, two (2) years of which must have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in building construction, two (2) years of which must have been in a supervisory capacity; OR
- (D) An equivalent combination of training and experience as defined in (A), (B), and (C) above.

REVISED: 10/18/06 dmc