

## **CLERK OF THE WORKS**

Code No. 5-03-016  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for monitoring new construction in progress to ensure conformance with state, federal and contract requirements. The employee works with Town officials, board members and contractors. The employee reports directly to and works under general supervision from the Town Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed)

Reviews all plans and specifications of new construction for conformance with contracts;

Ensures construction material used is in conformance with contract specifications;

Reviews materials costs and equipment to ensure conformance with contract specifications;

Monitors construction in progress to guard against cost overruns;

Inspects construction in progress to ensure work is completed efficiently and in a timely manner;

Monitors construction to ensure date of completion is adhered to;

Monitors construction to ensure each phase is completed on schedule and in a timely manner;

Provides accurate and timely reporting regarding project cost and progress to administration and project staff at scheduled intervals.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of building construction practices, principles and materials; good knowledge of state and local laws governing construction; ability to interpret plans and specifications; ability to make field inspections to determine contract compliance; ability to establish and maintain effective working relationships; ability to create reports, and write narrative reports and correspondence; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Civil Engineering Technology, Construction Engineering or Construction Technology plus two (2) years paid full-time or its part-time equivalent experience in any building trade that involved project inspection or interpreting plans and specifications, or engineering, or building construction; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience in any building trade that involved project inspection or interpreting plans and specifications, or engineering, or building construction; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to

operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** April 15, 1993

**REVISED:** April 7, 2022