

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 compliance with state, federal, and contract requirements. The employee works with town or school officials, board members, and contractors. The employee reports directly to and works under general supervision of the Town Supervisor, Superintendent of Schools, or other higher-level staff member. 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 contract compliance;

Ensures construction material used is in compliance with contract specifications;

Reviews materials costs and equipment to ensure compliance 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, 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 with an Associate's degree in Civil Engineering, Civil Engineering Technology, Construction Engineering, Construction Technology or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience in any building trade that involved project inspection, interpreting plans and specifications, 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional,

national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess 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

REVISED: May 2, 2024