

**CLERK OF THE WORKS**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for ensuring contract compliance for the protection of a municipal employer. An employee in this class insures the protection of the municipal employer by assuring that outside agents comply with contractual obligations. In addition, the employee coordinates all activities required for the execution of the agreements relating to the completion of special projects involving the construction of new facilities or the remodeling of existing facilities. The duration of the appointment is determined by length of the project, the appointment terminating with the completion of the project. The work is performed under general supervision with leeway provided for independent technical judgment. Supervision of others is not ordinarily a responsibility of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Maintains progress of activities pertaining to assigned projects insuring usual contract compliance by primary and secondary contracts;
- Inspects project site to insure compliance with safety procedures and regulations;
- Upon proper authorization, expedites changes and modifications in contractual provisions;
- Attends meetings between contractors and employer and makes appropriate reports thereof;
- Reviews payment requests from contractors to assist employer in determining validity of requests;
- Coordinates all on-site activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the meaning and application of construction contract terminology;

**CLERK OF THE WORKS****Page 2**

good knowledge of construction methods and materials; ability to read blueprints; ability to comprehend complex written instructions; and ability to secure the cooperation of others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction technology or a closely related field; or
- (B) Two (2) years of experience in monitoring or inspecting construction projects to insure compliance with existing contracts; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: March 15, 1989  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/23/04  
Reviewed on 1/20/11  
Revised and Replaced in Classplan: 1/3/2023  
Revised and Replaced in Classplan: 12/10/2024 (Edu)