

CONSTRUCTION CLERK OF THE WORKS *

Function of Job:

Under the general direction of responsible project manager or designated supervisor, coordinate and monitor all phases of building construction at the work site for the University/University System.

Characteristic Duties and Responsibilities:

1. Coordinate, monitor and inspect work of construction contractor for assigned projects on behalf of the University/University System.
2. Review contract documents, architectural drawings and specifications in order to maintain familiarity with assigned projects and insure construction contractor's full understanding of documents.
3. Review contractor shop drawings and provide comments on conformance/non-conformance to architect.
4. Act as liaison between architect and contractor.
5. Conduct on-site observation and spot-checks of work in progress.
6. Ensure contract compliance by the contractor, such as conducting tests specified in contract and installing materials/equipment as specified in contract, and report deficiencies to project manager, architect and contractor.
7. Provide reports on all on-site matters, including third-party inspections, progress, safety concerns, and causes for delay.
8. Maintain job-site files, documents, reports and daily log; prepare periodic reports for University/University System managers and architect as required.
9. Attend all job-site meetings as University/University System representative or in conjunction with project manager.
10. Receive, record, present for architect approval, and maintain custody of samples submitted by construction contract.
11. Review requests for progress payments submitted by construction contractor and forward with recommendations to architect.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in construction technology, building science or related field and six years of related experience in building construction in capacity such as clerk of the works or project manager, or Bachelor's degree and four years of experience.
2. Ability to read and interpret architectural and engineering drawings, specifications, codes, and other material pertinent to construction.
3. Working knowledge of building components and systems.
4. Knowledge of construction materials, means and methods.
5. Knowledge of applicable state and federal building codes, OSHA, NFPA, BOCA, Life Safety and hazardous materials.
6. Excellent written and oral communication skills and ability to establish and maintain professional working relationships.
7. Ability to wear/use personal protective equipment as needed on construction site.

Additional Desirable Qualifications:

1. Bachelor's degree in science, engineering, architecture, or related field.
2. Experience in a college/university setting.

8/11/00

System Approval

8/11/00

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 6/24/82 and revised 8/24/82 as Construction Project Representative; revised 6/24/82 and 5/20/93 as Construction Project Representative II.

CONSTRUCTION CLERK OF THE WORKS, p.2