



## CITY OF DOVER, NEW HAMPSHIRE

### Position Description

<p><b>Position:</b> Clerk of the Works – Construction Projects</p> <p><b>Classification-Series:</b> Construction Manager</p> <p><b>Occupational Grouping:</b> Professional &amp; Managerial Services</p> <p><b>Organizational Unit:</b> Community Services Department</p>	<p><b>Position Control No:</b> XX-XX-XX-XX</p> <p><b>FLSA Status:</b> Exempt, Regular FT 40 hrs/wk</p> <p><b>Union – Grade:</b> Non-Union – Grade 26</p> <p><b>Primary Job Location:</b> Various project locations</p>
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**JOB SUMMARY:** Performs responsible managerial and administrative work associated with the construction oversight and coordination of municipal infrastructure projects. Monitors the quality of work, methods of construction and materials used. Documents and reports activities and any deviations from contract documents or specifications to appropriate persons.

**ACCOUNTABILITY:** Works under the general administrative direction of the Joint Building Committee. Duties are conducted with considerable independence and discretion. Work is evaluated through conferences, reports and observation of results.

**SUPERVISION EXERCISED:** Reviews work of contractor(s) in progress and upon completion for conformance with instructions, timeliness, technical adequacy and compliance with regulatory requirements.

**TYPICAL EQUIPMENT USED** Computer; telephone; calculator; personal protective equipment; two-way radio and pager; passenger and commercial motor vehicles; video and audio equipment; copy and facsimile machines.

**TYPICAL WORK ENVIRONMENT:** Inside: 20% Outside: 80%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Maintain records at the construction site in an orderly manner. Records include and are not limited to the following: correspondence, contract documents, change orders, construction change authorizations, supplemental instructions, reports of site conferences, shop drawings, product data, samples, supplementary drawings, color schedules, required permits, daily field reports, test reports, names and address of contractors, sub-contractors, and principal material suppliers, copy appropriate persons on all correspondence.
2. Maintain a daily log recording the Clerk of the Work’s time and activities related to the projects, weather conditions, nature and location of work being performed, verbal instructions and interpretations given to the contractor(s), and specific observations. Record any occurrence or work that varies from contract documents.
3. Maintain a list of visitors, their titles, and time and purpose of their visit. Take pictures of work as it progresses.
4. Conduct with contractor an initial evaluation and clarification of existing conditions.
5. Monitor job site for maintenance of a clean and safe work environment. Report any concerns to the Joint Building Committee.
6. Direct all interactions to the general contractor(s) and not project sub-contractors.
7. Coordinate the shutdown of utilities and/or coordinate necessary communication and information between all City departments and other governmental agencies.
8. Notify the Joint Building Committee of any anticipated interruption of services and make proper notification as directed.

9. Assist in reviewing shop drawings, product data and samples. Notify the Joint Building Committee if any portion of the work requiring shop drawings, product data or samples is commenced before such submittals have been approved by the City. Receive and log samples which are required to be furnished at the site, notify the Joint Building Committee when they are ready for examination, and record the architect’s approval or other action. Maintain custody of approved samples.
10. Observe tests required by the contract documents. Record and report to the Joint Building Committee on test procedures and the results.
11. Observe the contractor’s record drawings at intervals appropriate to the stage of construction and notify the Joint Building Committee of any apparent failure by the contractor to maintain up-to-date records.
12. Assist in reviewing payment requisitions submitted by the contractor. Make recommendations as to the accuracy and appropriateness of the request.
13. Review the list of items to be completed or corrected, which is submitted by the contractor with a request for issuance of a Certification of Final Completion. Inspect the work and forward it for final disposition if it is complete. If not, so advise the Joint Building Committee, and return the list to the contractor for correction.
14. Review and report on conditions of the portions of the project being occupied or utilized by the City or separate contractors, to minimize the possibility of claims for damages.
15. Assist in final inspection of the work. Receive from the contractor and prepare for transmittal to the Joint Building Committee the documentation the contractor is required to furnish at the completion of the work.
16. Assures that all safe work procedures and protective measures associated with assigned work are taken.
17. Attend meetings as directed by the Joint Building Committee. Maintains availability when requested to meet emergency situations.
18. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
19. Maintains familiarity with and executes safe work procedures associated with assigned work.
20. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>                  -Up to 10 lbs.: Frequently required.                  -11 to 25 lbs.: Occasionally required.                  -26 to 50 lbs.: Rarely required.                  -Over 50 lbs.: Not required</p> <p><b>CARRY:</b>                  -Up to 10 lbs.: Frequently required.                  -11 to 25 lbs.: Occasionally required.                  -26 to 50 lbs.: Rarely required.                  -Over 50 lbs.: Not required.</p> <p><b>REACH:</b>                  -Above shoulder height: Occasionally required.                  -At shoulder height: Frequently required.                  -Below shoulder height: Occasionally required.</p> <p><b>PUSH/PULL:</b> Occasionally required.</p>	<p><b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Rarely required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Rarely required.  <b>BALANCING:</b> Rarely required.  <b>GRASPING:</b> frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> frequently required.  <b>FINGERING:</b> frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>                  Sit: 1 hours                  Stand: 1 hour                  Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>                  Sit: 3 hours                  Stand: 3 hour                  Walk: 2 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

**TALKING:** Necessary for communicating with others  
**HEARING:** Necessary for receiving instructions and information.  
**SIGHT:** Necessary for performing job effectively.  
**TASTING & SMELLING:** Sense of smell needed for detecting fumes and gasses.

**TYPICAL WORK SURFACE(S):** Service counter; tables; desk & chair; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment.

**TYPICAL CONTROLS & EQUIPMENT:** Key board/pad; computer mouse; electronic, mechanical, hydraulic controls; analog and digital testing/measuring devices; radio/pager; motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts, electrical equipment, and on or around heavy equipment. May be exposed to fumes, fuels, paints, solvents, and airborne particles.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Thorough knowledge of methods, materials and equipment used in site development and commercial construction; considerable knowledge of hazards and safety requirements common to construction field; ability to organize, coordinate and monitor the work of others; ability to establish and maintain effective working relationships with employees, contractors, the public and other departments; ability to communicate effectively both orally and in writing; ability to prepare reports and maintain records. Sufficient physical strength, conditioning and agility to perform work under adverse and varying weather and climatic conditions.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Graduation from a college/university with a Bachelor's degree in business administration, construction management or a closely-related field, including coursework in blueprint analysis, construction trades, or civil engineering plus at least ten years progressively responsible experience; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid MV Operator license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

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| <input type="checkbox"/> 1. None.                              | <input type="checkbox"/> 6. 1 to 2 years.             |
| <input type="checkbox"/> 2. Short demonstration up to 30 days. | <input type="checkbox"/> 7. 2 to 4 years.             |
| <input type="checkbox"/> 3. 30-90 days.                        | <input type="checkbox"/> 8. 4-10 years.               |
| <input type="checkbox"/> 4. 91-180 days.                       | <input checked="" type="checkbox"/> 9. Over 10 years. |
| <input type="checkbox"/> 5. 181 days to 1 year.                |   |

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. The duties and responsibilities of this position are governed by an extensive set of policies, regulations and rules. This is a temporary at-will position which is not expected to exceed the completion of the assigned projects.

Classification Established: 08/10/2000  
Job Description Developed: 08/10/2000  
Reviewed: 08/22/2016