

ADVERTISEMENT FOR CLERK-OF-THE-WORKS

The Logan County Board of Education is seeking to hire a Clerk-of-the-Works for the New 2nd – 4th Grade Chapmanville Elementary School Project.

- **Responsibilities:** Observe work being performed by contractors at the construction site in accordance with the construction contract documents and SBA guidelines. Attend project meetings as the owners representative, monitor construction progress, maintain records as directed.
- **Minimum Qualifications:** Architectural or engineering degree or equivalent knowledge and experience with WV inspection codes and standards in commercial or industrial construction. Must have a comprehensive knowledge and understanding of all phases of non-residential construction and be capable of evaluating construction.
- Preferred 3-years practical experience as a supervisor, foreman or clerk-of-the-works for non-residential construction projects.
- Rate of pay will be negotiable based on experience.
- For a detailed list of job responsibilities and duties, please see Logan County Schools web site www.logancountyschoolswv.com

Qualified individuals interested in this position should submit resumes no later than **November 3, 2017 at 4:00 p.m. to:**

Superintendent Lucas
Logan County Board of Education
506 Holly Avenue
PO Box 477
Logan WV 25601

DUTIES AND RESPONSIBILITIES OF THE CLERK-OF-THE-WORKS

- a. Observe the quality and progress of the construction to determine in general that it is proceeding in accordance with the Contract Documents. Notify the Owner, Architect/Engineer and School Building Authority project representative immediately if, in the Clerk-of-the-Works opinion, work does not conform with the Contract Documents or requires special investigation by the Owner, Architect/Engineer or Contractor.
- b. Monitor the construction progress and assist in the preparation of progress reports required by the Owner or School Building Authority. These reports to include but are not limited to Construction Check-lists, vendor orders and delivery receipts, Time Sheet Logs, on-site and off-site conference minutes in relation to the project, and pertinent stake-holders contact name and phone number
- c. Review Contract Documents with the Contractor's superintendent so as to have a complete understanding of the scope of the project.
- d. Consider the Contractor's suggestions and recommendations, evaluate them, discuss them with the Architect/Engineer, Owner and the School Building Authority's representative and assist the Architect/Engineer when applicable in making a final decision.
- e. Attend project meetings as the Owner's representative and report to the Owner in writing on the proceedings.
- f. Observe tests required by the Contract Documents. Review testing invoices, if any, to be paid by the Owner.
- g. Maintain records at the construction site or as directed by the Owner in an orderly manner in accordance with the Owner's and School Building Authority's procedures. Include correspondence where applicable, such as Contract Documents, Change Orders, Construction Change Authorizations, Architect's/Engineer's Supplemental Instructions, reports of site conferences, Shop Drawings, Product Data, Samples, supplementary drawings, color schedules, requests for payment, names and addresses of contractors, subcontractors and principal material suppliers.
- h. Keep a log book containing project progress and reports and submit reports on the progress of the Contractor's work to the Owner, and the School Building Authority's project representative. The log must contain activities related to the project, weather conditions, nature and location of work being performed. The Project Architect/Engineer will provide Observation Construction Reports documenting his site visits.
- i. When applicable, provide assistance to the Architect/Engineer upon request in

- reviewing Shop Drawings, Product Data and Samples.
- j. When applicable, observe the Contractor's Record Drawings at intervals appropriate to the stage of construction and notify the Owner and Architect/Engineer of any apparent failure by the Contractor to maintain up-to-date records.
 - k. Review Applications for Payment submitted by the Contractor with the Architect/Engineer and assist in making recommendations for disposition.
 - l. When applicable, assist the Architect/Engineer in reviewing the list of items to be completed or corrected with is submitted by the Contractor with a request for issuance of a Certificate of Substantial Completion. When applicable, assist the Architect/Engineer in reviewing the documentation and record documents to be furnished to the Owner by the Contractor at Substantial Completion, and verify that the Contractor has met the requirements of the Contract Documents for training the Owner's personnel in the operation and maintenance of all building equipment and systems.
 - m. When applicable, assist the Architect/Engineer in final inspection of the work. Assist the Architect/Engineer in reviewing the documentation and record documents to be furnished to the Owner by the Contractor upon completion of the work.
 - n. Assist the Owner on small projects by observing the construction and reporting progress and quality of work being performed by the Contractor. At no time shall the Clerk-of-the-Works assume responsibilities of the Architect/Engineer, Architect/Engineers representative or the Contractor in charge of the construction.