



CLASSIFICATION	12
RANGE	\$54,863 – \$82,295
FLSA	EXEMPT
NOTICE REQUIREMENT	30-DAYS
WORK-LOCATION	ON-SITE
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Clerk of the Works

Job Summary:

The Clerk of the Works is responsible for independently managing and guiding to successful completion, on time and within budget, multiple complex engineering and construction projects. The incumbent will assist with the inter-departmental coordination and tracking of assigned projects within the County and perform work under the general supervision of the Development Services Manager/Building Official, including work with the Economic Development Authority (EDA) on various projects. This position combines field and office activities, with more than 50% of the job performed in the form of fieldwork.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Assists in the negotiation, recommending of, and administration of contracts for design and construction.
- Assists in the negotiation and procurement of real property and easements as directed.
- Develops thorough familiarity with the purpose and goals of capital projects and with design and construction documents; reviews design and draft construction documents and makes recommendations to reduce construction as well as operation and maintenance costs and to improve overall project outcomes.
- Processes plans through local, state and federal regulatory agencies.
- Monitors, updates and regularly reports the work progress of all design, review and construction parties in relation to projects schedules.
- Coordinates and ensures the development of communications and conflict resolution structures between all project parties including the owner, design professionals, reviewers, contactors, and inspectors.
- Participates in and provides minutes of progress meetings.
- Monitors, updates and reports project expenses relative to project budgets.
- Provides on-site quality control and quality assurance inspections to ensure work is completed in conformance with design and contract documents.
- Works with all involved to reduce change order adds and keep various projects within or under budget
- Maintains project records including copies of all correspondence, contract documents, construction schedules, change orders, test results, permits, inspection reports, insurance policies, minutes of meetings, shop drawings, invoices and budget reports, and any other project related documents.
- Assists with the specification and procurement of contract services as needed.
- Reviews submittals, RFI's, ASI's, mock-ups, etc.
- Maintains a daily log of daily project activities including work progress, weather conditions, site visitors, inspections, sub-contractors on site and the nature and location of work performed.
- Accompanies local, state and/or federal agency and any independent contract inspectors

with jurisdiction over the project on inspections; immediately reports any negative results or deficiencies to the owner and the party responsible to make corrections; monitors and documents corrective actions.

- Reviews field reports; monitors and documents corrective actions.
- Observes material for use on projects to ensure they are consistent with project specifications, are in good condition and free of defects; reports any concerns or deficiencies to the contractor and architect/engineer, if applicable, immediately and to the owner as soon as practicable.
- Monitors and documents the storage of materials, including off-site storage if directed, to ensure public safety and protection of materials; reports any concerns to the contractor immediately and to the owner as soon as practical.
- Inspects and documents job sites, work methods and work product to ensure safety and compliance with design and contract standards, terms and conditions and with project schedules; reports any concerns and deficiencies to the contractor, architect/engineer and owner immediately; inspects and documents corrective actions.
- Evaluates, logs and makes recommendations on requests for change orders; maintains records of all approved as submitted, approved as amended, and denied change orders.
- Observes and documents tests required by applicable regulations and by contract documents; reports results to the owner.
- Receives and reviews invoices and pay applications; advises owner regarding the approval, modification or denial of payments in consultation with project architects/engineers prior to the making of payments.
- Coordinates the work of County staff and contractors.
- Assists with and participates in punch-list and final inspection and commissioning.
- Receives, reviews and accepts all technical manuals, operators' manuals, manufacturer's instructions, warranties and similar documents for all equipment and systems that are component to any capital project.
- Receives and inventories keys, special tools, filters, spare parts and similar items and documents their transfer from contractors/suppliers to the owner.
- Receives and reviews as-built drawings for compliance with marked-up drawings maintained throughout construction.
- Obtains and maintains lien waivers/affidavits of payment of claims.
- Participates in meetings with the general public, landowners, design professionals, developers, contractors, other County staff and appointed and elected officials to provide information.
- Performs other duties as required.

Job Requirements:

- Bachelor's Degree in architectural, engineering or construction sciences preferred. Combination of education and experience may be acceptable
- At least five (5) years of progressive experience with responsibility for public facilities and infrastructure construction project management
- Superintendent-level and craftsmanship experience preferred
- Registration as a Professional Engineer or Building Official in Virginia preferred
- Professional Project Management Certification (PMP) preferred
- Thorough knowledge of modern principles and practices relating to the planning, design, construction, operations and maintenance of public facilities and infrastructure;
- Must have excellent oral and written communication skills and the ability to effectively communicate technical ideas to a wide variety of audiences.
- Significant experience in contract administration, effective supervision, computer equipment and software applications.
- Ability to make public presentations to various community groups concerning projects and project update reports to funding organizations;
- Ability to observe materials, work and methods to ensure compliance with specifications, designs and contracts;

- Ability to review and accurately interpret test results, architectural/engineering designs, technical data and reports;
- Ability to understand and comply with local, state and federal regulatory requirements including plans, permitting and inspections requirements.
- Ability to establish and maintain effective working relationships with public officials, design professionals, contractors, the general public and other County staff including the Economic Development Authority when needed.

Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement such as sketching, picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Worker must be able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position frequently communicates and exchanges information with public officials, design professionals, contractors, the general public and other County staff including the Economic Development Authority, to give and receive detailed instructions. Must be able to exchange accurate information in these situations.
- Must be able to observe, detect and/or identify the movement of vehicles, machines and people.
- Frequently manually moves equipment and objects weighing up to 50 pounds across various types of terrain and obstacles.
- Frequently works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- The person in this position frequently is required to traverse across uneven grounds, active construction sites, small spaces and wet, snow or ice covered surfaces.
- Regularly ascends/descends stairways and occasionally ascends/descends ladders in order to access work areas and make inspections.
- Frequently positions one's self low to ground or on ground in order to observe work and make inspections.
- Requires accurate use and precise perception and judgement for: safe use of measuring devices; operation of machinery and equipment; operation of motor vehicles; inspecting work means, methods and product; and the general observation of surroundings and activities for the safety of individuals, staff and the general public.
- Must have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and taking pictures.
- Occasionally moves about inside the office to attend meetings, access files and materials, office machines and to interact and meet with public officials, design professionals, contractors, the general public and other County staff.

Reports to: Development Services Manager/Building Official

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties,

and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date