

# **Clerk of the Works**

## **Clerk of the Works for New Milford Public Library facility**

The Clerk of the Works is a key member of the building team and will serve as the owner's on-site representative on a day to day basis during the construction of the New Milford Public Library facility. The clerk must have a good understanding of all aspects of construction and relevant Connecticut building codes. Technical skill in any particular construction trade is not necessary. The clerk must maintain a holistic view of the project, while appreciating the details of various parts of the work. The clerk must not attempt to fill the role of the design team, construction manager/general contractor, construction superintendent, safety officer, or any other member of the building team. The clerk must be dedicated to this project throughout the entire contract period (or until project closeout is complete). It is estimated that the construction will be completed within 18 months from start and the Clerk will be on-site on a day to day basis as required by the owner. Resume should include a list of all relevant projects completed. Successful applicant must demonstrate current liability and workers-comp insurance at hiring.

Please submit all required documentation to: Greg Bollaro, Personnel Director, Town of New Milford Attn.: Modernization and Building Committee, 10 Main St. New Milford, CT 06776 or [Gbollaro@newmilford.org](mailto:Gbollaro@newmilford.org) All application documents must be received by 4:00 P.M. July 19, 2019.

### **General:**

The Clerk of the Works is a key member of the building team. The clerk serves as the owner's on-site representative on a day to day basis during the construction of the New Milford Public Library facility. The clerk must have a good understanding of all aspects of construction and relevant Connecticut building codes. Technical skill in any particular construction trade is not necessary. The clerk must maintain a holistic view of the project, while appreciating the details of various parts of the work. The clerk must not attempt to fill the role of the design team, construction manager/general contractor, construction superintendent, safety officer, or any other member of the building team. The Library will remain open during construction, so the safety of the public and staff must be of consideration.

Below are some recommended qualifications and a list of typical responsibilities. The clerk must be dedicated to this project throughout the entire contract period (or until project closeout is complete).

### **Qualifications:**

1. Broad general understanding of current construction practices, methods, and materials.
2. Broad knowledge of building codes. Ability to successfully research specific building code questions.
3. General knowledge of major building systems and how they work.
4. Ability to read and understand construction drawings, specifications, and contracts.
5. Ability to understand the results of material testing and sampling.
6. Ability to understand warranties and conditions which invalidate those warranties.
7. Knowledge of techniques for construction scheduling.
8. Knowledge of construction site administration.
9. Thorough knowledge of the roles and interactions of the members of the building team.
10. General understanding of construction financing and accounting...
11. Thorough knowledge of construction site safety requirements.
12. Familiarity with proper procedures for handling and storing hazardous materials.
13. Familiarity with environmental laws and concerns.
14. Excellent interpersonal communications skills.
15. Basic writing and computer skills.
16. Ability to constructively participate in dispute resolution.
17. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the

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status of construction and ongoing activities.

### **Experience:**

At least ten years experience on similar projects involving facility or municipal construction and/or renovations with at least three years in a position with broad management responsibilities such as clerk of the works,

### **Responsibilities:**

1. Develop a thorough familiarity with the purpose of the facility to be constructed, with the owner's requirements, with the design, and with the contract documents.
2. Develop a thorough understanding of the project budget.
3. Maintain continuous communication with the owner, builder, and architect.
4. Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule. Assist the builder's superintendent in understanding the intent of the contract documents.
5. Maintain records at the construction site in an orderly manner as directed by the owner. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation.
6. Maintain a daily log of all activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed.
7. Meet, verify identification, and accompany any inspectors from local, state, or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the owner, construction manager or general contractor, and the architect. Monitor any corrective actions.
8. Review field reports from architects and engineers. Monitor and report on corrective actions.
9. Observe materials delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. Report problems immediately to the architect and builder and as soon as possible to the owner.
10. Monitor the proper storage of materials, including any off-site storage. Report problems to the construction manager/general contractor. Notify the owner if, in the clerk's opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.
11. Immediately notify the builder's superintendent of any unsafe conditions observed. Notify the owner, construction manager or general contractor, and the architect of the unsafe conditions and corrective measures taken.
12. Immediately notify the owner, construction manager or general contractor, and the architect of any work which, in the opinion of the clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
13. Immediately notify the owner, construction manager or general contractor, and the architect of any conditions which may delay completion of the total project or of major parts of the project.
14. If the project is in an occupied facility, assist in the coordination of access to various parts of the facility by the builders and by the occupants.
15. Carefully coordinate and monitor any occupation of the facility by the owner prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
16. Evaluate, log, and make recommendations on requests for change orders.
17. Maintain separate files of approved and disapproved change orders.
18. Attend all project meetings as the owner's representative. Submit written reports to the owner following each meeting.
19. Meet with and present updates to the New Milford Public Library Modernization and Building

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Committee as required.

20. Coordinate scheduling and observe tests as required by the contract documents.
21. Receive and review all requests for payment from the construction manager or general contractor. Make recommendations to the owner concerning payment.
22. Coordinate and direct the work of any separate owner's contractors.
23. Direct installation and inspection of owner furnished equipment or material.
24. Assist the design team in the development of punch lists. Monitor the completion of work on punch lists and inform the owner of the status on a regular basis.
25. Participate in final inspections and commissioning.
26. Receive and review technical manuals, operators' manuals, manufacturers' instructions and similar documents for transfer to the owner's staff.
27. Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the owner's staff.
28. Coordinate training of the owner's staff on equipment operations and maintenance as required by the contract documents.
29. Receive and review as-built drawings for transfer to the owner.

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### **NOTES**

- The clerk will be under contract with the owner and MUST be dedicated to this project throughout the entire contract period (or until project closeout is complete)
- A key point is that the clerk's loyalty is only to the owner.
- The clerk's authority must be specifically delegated in writing by the owner.
- In order to preserve objectivity, the clerk's fee cannot be affected in any way by decisions made in the course of construction.
- The clerk must have his/her own general comprehensive liability insurance and accident insurance, naming the town as an additional insured.
- The clerk must have all necessary licenses.

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