

TITLE: CLERK OF THE WORKS
GRADE: \$28.39/hr PART TIME/NO BENEFITS
DEPARTMENT: FACILITIES & FLEET MANAGEMENT

FUNCTION: Performs a variety of routine and complex administrative, supervisory and technical work in coordination of capital improvement and other City projects.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent of Facilities, Construction and Maintenance.

SUPERVISION EXERCISED: Exercises supervision over union employees, support staff, and other staff, as assigned.

RESPONSIBILITIES: Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for cleanliness, accuracy and conformance to policies and procedures.

Maintains harmony among workers; performs or assists subordinates in performing duties; addresses errors and complaints.

Enforces a variety of codes, explains, interprets, and provides guidance regarding all applicable codes to employees, contractors and other interested parties. Develops, updates and evaluates work and/or safety standards, policies and procedures by inspecting the quality of employee services in public buildings. This includes enforcement of work and safety standards.

Reviews current trends and developments in the field of custodial operations; researches problems and complaints regarding building construction and code compliance; coordinates inspections, and enforcement actions and; responds to emergency situations for the purpose of resolving immediate safety concerns.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing or building construction, and four (4) years of experience in general construction and related fields, or any equivalent combination of education and experience on a year for year basis.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry; considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skill in applying knowledge of national uniform building codes, zoning and land use applications; skill in the operation of the listed equipment; ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; ability to read and understand complicated plans and blueprints; and the ability to communicate effectively orally and in writing;

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer, including word processing and email; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move anywhere from 25 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.