

The Town of New Milford is hiring!

Our Public Works Department is currently seeking to fill an exciting contract position in town, a Clerk of the Works. This contract position will be responsible for managing all aspects of certain critical Public Works projects for the Town. While an engineering background could be helpful, it is not required however experience as a clerk of the works or similar position is necessary. Ideal candidates will have a strong knowledge of highway projects, construction management, construction techniques and/or Public Works Department operations with at least 5 years of experience. Interested and qualified candidates should send a completed Town of New Milford employment application to: Greg Bollaro, Personnel Director 10 Main Street, New Milford CT. 06776 **No faxed applications will be accepted. Closing date: July 6, 2018.**

TOWN OF NEW MILFORD Description of Duties

Title: Clerk of the Works
Report to: Michael Zarba, P.E. – Public Works Director or designee

I. PURPOSE

The Town of New Milford is embarking on various Public Works projects including the Still River Drive Roundabout, Road Reconstruction and Rehabilitation Projects and the Tamarack Road Bridge. The Clerk of the Works “Clerk” would perform construction inspection services. The Clerk may help prepare and participate in the bidding process for the work. After the bid or bids are awarded, the Clerk will monitor construction, ensure that construction schedules are met, ensure the work is performed within budget or provide explanations for change orders, and verify invoices and recommend payment based on work performed as well as final payment. The Clerk would verify workmanship, job safety, and coordinate updates and information with the Town.

II. ORGANIZATION

The Department of Public Works serves as representatives of the Town of New Milford (hereafter referred to as “owner”), and is responsible for oversight of the Project and its daily representative is generally the Director or his designee. However, ultimate authority for execution and performance of any contract rests with the Mayor.

III. CLERK OF THE WORKS

The clerk is a key member of the construction team. The clerk serves as the owner’s onsite representative on a day-to-day basis as necessary. This assignment is in the nature of a consultancy. Nothing in this description or any subsequent agreement is meant to constitute a contract of guaranteed work or of a guaranteed duration. The engagement of the Clerk is “at will”. The clerk’s loyalty is only to the owner.

The clerk must have a good understanding of all aspects of construction and relevant Connecticut standards and 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.

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. Ability to read and understand construction drawings, specifications, and contracts.
3. Ability to understand the results of material testing and sampling.
4. Ability to understand warranties and conditions which invalidate those warranties.
5. Knowledge of techniques for construction scheduling.
6. Knowledge of construction site administration.
7. General understanding of construction financing and accounting.
8. Thorough knowledge of construction site safety requirements.
9. Familiarity with environmental laws and concerns.
10. Excellent interpersonal communications skills.
11. Basic writing and computer skills.
12. Ability to constructively participate in dispute resolution.
13. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.

Experience:

At least seven years of experience on projects involving site work and construction with at least three years in a position with broad management responsibilities, such as clerk of the works.

Responsibilities:

1. Perform Construction Inspection services
2. Help prepare the bid documents and participate in the selection process.
3. Develop a thorough familiarity with the purpose of the project, the owner's requirements, the design, and with the contract documents.
4. Develop a thorough understanding of the project budget.
5. Maintain communication with the involved parties including owner and contractors.
6. Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule.
7. Maintain records 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, daily inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation.
8. Meet, verify identify, 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, or contractors. Monitor any corrective actions.
9. Review field reports from architects and engineers. Monitor and report on corrective actions.

10. 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 builder and as soon as possible to the owner.
11. Monitor the proper storage of materials, including any off-site storage. Report problems to the contractors. Notify the owner if, in the clerk's opinion, any materials should be replaced due to improper storage.
12. Immediately notify the contractors of any unsafe conditions observed.
13. Immediately notify the owner and contractors 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.
14. Immediately report to the Engineer any encountered and anticipated issues relating to construction problems and expected costs to cure.
15. Immediately notify the owner and contractors of any conditions that may delay completion of the total project or of major parts of the project.
16. If the project is on Town property or in an occupied facility, assist in the coordination of access to various parts of the property or facility by the builders and by the occupants.
17. 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.
18. Evaluate, log, and make recommendations on requests for change orders.
19. Maintain separate files of approved and disapproved change orders.
20. Attend all project meetings as the owner's representative. Submit written reports or emails to the owner following each meeting.
21. Meet with and present updates to Mayor and Director of Public Works as required.
22. Coordinate scheduling and observe tests as required by the contract documents.
23. Receive and review all requests for payment from the construction manager or general contractor. Make recommendations to the owner concerning payment.
24. Coordinate and direct the work of any separate owner's contractors.
25. Direct installation and inspection of owner furnished equipment or material.
26. 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.
27. Participate in final inspections and commissioning.
28. Receive and review as-built drawings for transfer to the owner.