

CLERK OF THE WORKS

The Town of North Stonington, Connecticut is seeking qualified candidates for a Clerk of the Works position for the new Center for Emergency Services Facility Phase II Construction Project. This position will begin on a part time basis commencing on or about June, 2015 and progress to a full time, position thereafter, for an estimated project duration of 12 months. A job description and required qualifications can be found on the Town of North Stonington website, www.northstoningtonct.gov, "Job Openings" tab. Candidate qualifications will be received at the First Selectman's Office at 40 Main Street, North Stonington, CT 06359, no later than 12:00 noon, Wednesday, May 20, 2015. The Town is an Affirmative Action/Equal Opportunity Employer.

PETER J. SPRINGSTEEL ARCHITECT, LLC

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NORTH STONINGTON EMS BUILDING PROJECT

Clerk of the Works Job Description
Updated 26 April2015

1. The Clerk of the Works will handle the day-to-day oversight of the Contractor's work during the construction phase of the project.
2. The Clerk of the Works shall be hired by the 1st Selectman and report directly to the Owner's Representative.
3. The Clerk of the Works will be responsible for the following tasks:
 - A. Familiarize him/herself with the Contract Documents thoroughly prior to commencement of the work, along with the legal, safety and health requirements surrounding the project.
 - B. Review the Contractor's work in the field during construction operations and assure that the work is carried out to the Owner's standards based upon the Contract Documents, including the drawings, specifications, materials, workmanship and schedule.
 - C. Make daily visual inspections of the work and prepare daily reports on the work performed.
 - D. Review and maintain approved shop drawings, submittals, samples and written instructions from the Architect and Owner's Representative on a continuous basis and review the Contractor's work for compliance these documents.
 - E. Take measurements, photos and material samples to make sure that the work and materials meet the specifications and quality standards.
 - F. Attend weekly job meetings with Owner, Contractor & Architect, review and comment on the Contractor's Requests for Payment, main
 - G. Coordinate third party special inspections and testing requirements with the Contractor's work.
 - H. Report immediately to the Owner's Representative regarding any deficiencies in the work.
 - I. Advise and coordinate with the Contractor with regard to the work in general and when deficiencies are observed or otherwise identified in the work.
4. The Clerk of the Works shall be present on site during the hours that the Contractor is performing work on the site.
5. The candidate for the Clerk of the Works position shall possess the following qualifications:
 - 15 years as a licensed Building Official or Assistant Building official in the State of Connecticut or the equivalent in another State or,
 - 15 years as a Construction Superintendent or a Construction Project Manager for a reputable Commercial Building Contractor or,
 - Other equivalent education or experience.
 - The candidate shall possess inspection and/or construction experience on Fire Station /Emergency Services projects.

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