

TOWN OF SOMERS

Position Description

Title: Clerk of the Works
Department: Library
Reports To: Chairman of the Somers
Public Library Expansion Building
Committee

Supervises: None
FLSA Status: Part-time, non-exempt
Bargaining Unit: N/A

I - PURPOSE

Monitor the new construction addition, renovations and repairs to the existing library, and site development. Anticipate and observe the library construction, contract progress, procedures, workmanship, schedule, overall job safety, and amiable coordination between the contractor, Town officials, occupants of the library (staff), and architects.

II - ORGANIZATION

The Clerk of the Works is the eyes and ears of the Somers Public Library Expansion Building Committee (hereafter referred to as "owner") who serve as representatives of the Town of Somers, and is responsible to them in all matters. Only the Building Committee will give orders to the contractor.

III - CLERK OF THE WORKS

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 as necessary. The clerk will be a part-time employee of the owner. A key point is that the clerk's loyalty is only to 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 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, general contractor, construction superintendent, safety officer, or any other member of the building team.

IV - TYPICAL 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. Maintain continuous communication with the owner, builder, and architect.
3. 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.
4. 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, and any other applicable documentation.
5. Using the form provided, maintain a log of all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed.
6. Meet, verify identification, and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such

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7. 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 material 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 to the architect and builder immediately, and as soon as possible to the owner.
10. Monitor the proper storage of materials, including any off-site storage if so directed. Report problems to the 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, general contractor, and the architect of any work that, 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, general contractor, and the architect of any conditions that may delay completion of the total project or of major parts of the project.
14. Because 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 that 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 meetings of the Building Committee as requested.
19. Attend all project meeting as the owner's representative. Submit written reports to the owner following each meeting, utilizing the daily log form.
20. Coordinate scheduling and observe tests as required by the contract documents.
21. Receive and review all request for payment from the 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, and compare with marked up construction drawings maintained by the clerk of the works.
30. Cooperate and assist Town officials such as the Fire Marshall, Building Official, etc.
31. Insure that Town property will not be at risk of damage by contractor materials or equipment during severe weather conditions.

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V - SAFETY

The contractor, among other elements, is totally responsible for safety on the construction site and for the activities of their employees, guests, suppliers, and sub-contractors while on the Somers School and Library campus property. However, the Clerk of the Works must immediately notify the senior on site representative of the contractor if danger to material or life safety is threatened. If the contractor's senior on site representative takes no appropriate action, and a life safety threat exists or is threatened, the Clerk of the Works must immediately notify the Chairman of the Building Committee. If the chairman is not available by telephone and no other member of the Building Committee is on site, and the threat is imminent, the Clerk of the Works has the authority and must direct the Contractor's senior on site representative to correct the situation. If immediate correction and the safety of on site people is not taken by the contractor, the Clerk of the Works must order the contractor to shut the project down, evacuate people as appropriate, and to safely secure the construction site.

THE CLERK OF THE WORKS IS THE EYES AND EARS OF THE BUILDING COMMITTEE AND HAS NO AUTHORITY TO ISSUE ORDERS TO THE CONTRACTOR EXCEPT AS NOTED IN THE PARAGRAPH ABOVE IN SECTION V.

VI - PHYSICAL REQUIREMENTS:

This position combines field and office activities, with more than 50% of the job performed in the form of field inspections. The incumbent must be able to:

- Regularly work within job site including walking over uneven terrains for short distances around the job site.
- Climb and crawl to remote sites through constricted spaces to while accompanying various inspectors from local, state & federal agencies.
- Stand and walk to maintain and access records and files as directed by the Building Committee.
- Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour.
- Intermittently sit and work using a computer and telephone, or sit and listen to information for periods in excess of one hour
- Lift 25 to 50 pounds.
- Drive an automobile during the conduct of duties.

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Project Personnel

Architects:	Tai Soo Kim Partners, Hartford, CT Ryszard Szczpek, AIA Project Manager: John Wilcox	860 547 1970
General Contractors:	Cutter Enterprises, Tolland, CT Robert J. Dwyer, Manager Patrick Dwyer, Project Management & Supervision Project Manager: Rick Gagnon - 860 281 4717 (cell) Site Manager: John MacKinnon	860 371 2839
Town of Somers:	First Selectman Fire Marshall Building Official Sanitarian Public Works/Town Engineer	David Pinney 763-8200 Bob Morpurgo 763-8213 John Collins 763-8215 Steve Jacobs 763-8216 Robert Cafarelli 763-8238

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.