



Position Description
Clerk of the Works
for Capital Projects and Construction

Salary Level: Based on Act 93 Agreement
Contract/Benefits: Based on Act 93 Agreement
Department or Area: Office of Financial & Operational Services
Reports To: Chief Operations Officer

Prepared Date: August 10, 2024
Prepared by: Dr. Wayne McCullough
Approved By: William A. Seng, Executive Director of Human Resources

QUALIFICATIONS

- Masters and Bachelor's degree preferred or Associates related to construction management;
- Ten years of experience in construction/maintenance specification writing and/or preparation and experience in school facilities and school building construction;
- Professional certification in Building construction or Facilities management;
- Satisfactory work record & criminal/child abuse clearances (Acts 34 and 151);
- Project Management experience and/or certification (PMP) preferred;
- Experience with managing time;
- Experience in maintaining appropriate construction documents;
- Excellent written and oral communication skills;
- Must have a valid driver's license;
- Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable.

SUMMARY

The Clerk of the Works for Capital Projects and Construction provides technical and construction project management support services in connection with school site improvements, modification of facilities, and new construction projects. The Clerk of the Works for Capital Projects and Construction assists in the preparation and review of project plans and specifications, coordinates, inspects projects, and prepares all documentation required for the successful completion of projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review plans, estimate, and schedule work assignments on school site improvements, modification of facilities, and/or new construction projects.
- Assist in the development of formal project specifications for bid purposes and review bid specifications to assure their thoroughness and accuracy in relation to approved plans.

- Confer with prospective contractors and solicit formal and informal bids; solicit and review proposals.
- Review payment requests.
- Coordinate and submit payment applications for projects to assure the timely payment of work completed according to established policies and procedures.
- Monitor and assure timely and appropriate development of projects and project schedules.
- Coordinates site visits and pre-bid, pre-construction conferences, and attend job meetings as required.
- Assists with pre-qualification and post-bid requirements.
- Assists with monitoring construction contract compliance.
- Prepare reports, maintain project records, and ensure compliance with current standards, codes, and ordinances.
- Coordinate and maintain communication and cooperative working relationships with District personnel.
- Perform periodic field visits and provide progress reports.
- Directs and oversees the planning, design, construction and delivery of the District's capital projects. Monitors the status of projects in progress to ensure the cost effectiveness and efficiency of operations.
- Oversees the preparation of Action Items for the School Board of Directors' approval and oversees professional service contracts.
- Coordinates assigned construction projects and related activities.
- Develops the annual capital budget and Five-Year Capital Improvement Continuous Improvement Plan
- Monitors budget spending against project scope and estimate.
- Manages cash accounting against project appropriation.
- Implements proper controls to ensure integrity throughout the organization.
- Perform other related duties as assigned.

Supervisory Responsibilities:

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition;

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals; Demonstrates ingenuity and inventiveness in the performance of assigned tasks

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Job Knowledge & Abilities

Applicable local, State, and federal laws, codes, ordinances, regulations, policies, and procedures pertaining to the construction and repair of school facilities, construction industry practices and procedures, including cost estimating, project scheduling, and project management, methods, materials, and equipment used in the construction industry, in the construction, repair, and remodeling of facilities, principles and techniques of project budget development and control, contract management principles, including bid preparation and evaluation, contract negotiation and contract administration, oral and written communication skills, people skills using tact, patience, and courtesy, operation of a computer and assigned software.

Physical Demands

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus, perform heavy physical labor, limb ladders, work or stand for extended periods of time, reach overhead, above the shoulders and horizontally, bend at the waist, kneel or crouch.

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

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by:

Individual serving in this position

Date: