

## Clerk of the Works - Example Job Description

### Role: CLERK OF THE WORKS

Under the general supervision of an Adjuster or Building Consultant, the candidate for this position perform technical work involving the inspection of buildings and structures under construction or renovation by a commercial contractor. The Clerk acts as an auditing inspector of buildings being constructed, altered, or repaired by outside contractors. The role of the Clerk is to document the activities on the job, capturing labor, equipment, materials, and consumables used daily in the restoration of the project. The clerk may work alone, or on large projects, work with other Clerks. The Clerk is expected to make independent evaluation of the work being completed on the project, and to produce detailed and accurate accounting of the work as it is being performed. The Clerk's work is subject to review by the Adjuster or Building Consultant on the project. The Clerk may also be asked to do related work as required and instructed by the Adjuster or Building Consultant.

### Duties:

- Performs daily onsite observations of progress of work completed by general contractor, HVAC, plumbing, electrical contractors, and any other sub-contractors
- Attends meetings with the contractors to discuss the progress of work, and relays any problems encountered or anticipated to the Adjuster or Building Consultant
- Keeps an accurate daily log of on-site activities including weather conditions, nature and location of work being performed and the equipment used by contractor
- Receives and relays to Adjuster or Building Consultant any requests for information by the contractors
- Prepares written field notes to the Adjuster or Building Consultant as to the progress of the daily work
- Uses computer applications, such as T&M Pro, in performing work assignments

### Required Knowledge and skills:

- Thorough knowledge of the principles, methods, materials, and equipment common to building construction
- Good knowledge of the building trades, inspection practices, and techniques
- Ability to establish and maintain cooperative relationships with Adjusters, Building Consultants, and the building contractors
- Ability to keep accurate records and prepare detailed reports
- Ability to effectively use computer applications, such as T&M Pro, to perform the essential duties of the position
- Initiative; integrity; honesty; commensurate with the duties of the position

