

Wise County Public Schools  
Employment Opportunity

Position:

Clerk of the Works

Job Description:

The Wise County Public School System, as Owner, desires to employ a Clerk of the Works to serve the system for the duration of the construction of Central High School in Wise and Union High School in Big Stone Gap.

The Clerk of the Works will serve as the Owner's contact and representative to the Architect and Contractor on each project. The Clerk will improve the Owner's ability to manage and control the projects, reduce risk and contribute toward making the undertaking successful.

To qualify for consideration, the Clerk must possess and be prepared to provide expertise, resources, and personal experience in all facets of construction management including, but not limited to, schedule control, quality assurance and contract administration throughout the projects. Knowledge and experience working with the PPEA process and implementing a comprehensive agreement is required.

Duties:

1. Advising the Owner about schedules, deadlines, budget issues and team performance.
2. Coordinating Owner input with others and maintaining ongoing Owner communications regarding budgetary status, construction start projections and problem situations.
3. Participating and advising the Owner about all value engineering recommendations.
4. Representing the Owner by monitoring those responsible for delivery of the completed projects.
5. Providing the oversight appropriate and necessary for maintaining the Owner's control of the projects.
6. Providing risk management and claim avoidance by closely monitoring and reporting activities to Owner. Meeting with the Superintendent and Director of Business/Finance for Wise County Public Schools at least once a week. Reporting as needed to school staff and administrators, school board, interested or impacted groups.
7. Providing an objective project performance evaluation at substantial completion for the Owner's review and potential action.
8. Monitor and expedite procedures for submittals, change orders information requests, progress payments and approvals. In consultation with the Contractor, prepare a cash flow schedule for the projects payments.
9. Provide a monthly report to the Owner of the progress of construction, status of safety and security programs, and other pertinent information. Maintain a running list of decisions required from Owner to keep the project on schedule.
10. Monitor the contractors' performance for adherence to contract procedures,

schedules, and technical requirements. Work with the Contractor to develop and implement corrective actions and schedule accelerations when necessary.

12. Conduct regular job site meetings with the Contractors, subcontractors, Architect/Engineer, Owner's employees and agents, testing agencies, and other appropriated parties to review progress, discuss/resolve problems, and coordinate work.

13. Review and make recommendations to the Owner on change orders and time extension requests.

14. Assist the Owner in developing a move-in plan and schedule.

15. Review the Contractor's safety program to minimize injuries during construction. Work with the Contractor, Owner, and local law enforcement to maintain security on the site during construction.

16. Monitor the punch list activities.

17. Coordinate post-construction activities including Owner's acceptance and testing of all major components and systems.

18. Review operation and maintenance materials. Collect all warranties and deliver to Owner.

#### Salary and Benefits:

Salary will be based on qualifications, expertise, and years of experience. This position will qualify for insurance benefits.

Applications are available via website of [www.wise.k12.va.us](http://www.wise.k12.va.us), Employment Opportunities link, Support Applications. February 20, 2012 or Open until Filled. Send a letter of interest, an application, and a current resume to:

Mr. Gene Rowland  
Director of Human Resources  
Wise County Public Schools  
P. O. Box 1217  
Wise, VA 24293  
276/328-8017  
276/328-3350 Fax  
[growland@wise.k12.va.us](mailto:growland@wise.k12.va.us)

Applicants are considered without regard to race, color, gender, national origin, political affiliation, disability, age, or religion.

**\*\*\*THE WISE COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER.\*\*\***