Title: Clerk of the Works (Construction)
Supervisor: VP of Facilities
FLSA: Full-time
Location: Fairing Way, South Weymouth

SUMMARY:

Rogerson Communities, developer of elder housing seeks Clerk of the Works for new construction. Individual must have experience overseeing/monitoring all aspects of multi-family housing construction, good written and oral communication skills, ability to maintain clear records and reports, strong personal integrity.

Duties and Responsibilities:

- Stationed at the site Monday-Friday during regular hours of construction and shall be responsible for assisting the Owner and Architect in the administration of the Construction Contract. The Clerk will communicate directly with both Owner and Architect and will generally report directly to both.

- Perform on-site observations of the progress and quality of the Work as necessary. Notify the Owner and Architect, if in the Clerk's opinion, Work does not conform to the Contract Documents or requires special inspection or testing.

- Monitor the General Contractor's construction schedules on an ongoing basis and alert the Owner and Architect to conditions that may lead to delays in completion of the Work.

- Receive and respond to requests from the General Contractor for information.

- Receive and review requests for changes by the General Contractor, and submit them, together with recommendations, to the Architect.

- Attend meetings as directed by the Owner and Architect and report to the Owner and Architect on the proceedings, including minutes of all construction progress meetings.

- Observe tests required by the Contract Documents. Record and report to the Owner and Architect on test procedures, test results and verify testing invoices to be paid by the Owner.

- Maintain records at the construction site in an orderly manner, including correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data and similar submittals, supplementary drawings, color schedules, and requests for payment; and names, addresses and telephone numbers of the Contractors, Subcontractors, and principal material suppliers to be handed in.

- Maintain a log book of activities at the site, including weather conditions, nature and location of Work being performed, number of employees, by trade, on the job each day, verbal instructions and interpretations given to the Contractor, and specific observations.

- Record any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time.

- Maintain a list of visitors, their titles, and time and purpose of their visit. Submit weekly reports to Owner and all routine monthly and any special reports to Inspectional Services Department as required by the Commissioner of the Department.

- Assist the Architect in reviewing Shop Drawings, Product Data and Samples. Notify the Architect if any portion of the Work requiring Shop Drawings, Product Data or Samples is commenced before such submittals have been approved by the Architect.

- Receive and log Samples required at the site, notify the Architect when they are ready for examination, record the Architect's approval or other action and maintain custody of approved Samples.

- Review the General Contractor's record copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications at intervals appropriate to the stage of construction and notify the Architect of any apparent failure by the Contractor to maintain up-to-date records.

- Review Applications for Payment and forward to the Architect with recommendations for disposition.

- Review the list of items to be completed or corrected which is submitted by the General Contractor with a request for issuance of a Certificate of Substantial Completion.

- Review the Work. If the list is accurate, forward it to the Architect for final disposition; if not, so advise the Architect and return the list to the Contractor for correction.

- Assist the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of completion.

- Assist the Owner and Architect in reviewing and correcting General Contractor's punch list of Work to be corrected or completed.

To Apply:
Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: careers@rogerson.org (Please indicate job title in subject of e-mail)
Fax: 617-469-5861 c/o HR Department
Mail: HR Department- Rogerson Communities
1 Florence Street
Boston, MA 02131

Rogerson Communities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Rogerson Communities offers a comfortable working environment along with paid time off and other benefits.