



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

JOB DESCRIPTION

Job Title: Clerk of the Works (2022 – 2027 Infrastructure Investment Plan)
Reports to: Director of Public Works
Prepared by: Joshua Steele Kelly, Town Manager
Last Amended: October 20, 2023

GENERAL PURPOSE

The Town's Clerk of the Works is hired to oversee and further a specific project for the duration that it is underway. This Clerk of the Works is responsible for managing the projects that were approved by referendum vote in May 2022 as part of the Town's 2022 – 2027 Infrastructure Investment Plan. In pursuit of this goal, the Clerk of the Works will research, consider, propose, assist with, work on, and complete tasks that assure the on-time, cost-effective, high-quality completion of these projects.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Oversees and manages the public bid process, as governed by Town Charter, ordinance, and grant and program requirements for all tasks related to the assigned projects; writes scope of work to reflect needs of each project; assists with the selection of contractors following this process.
- Interfaces with contractors to receive updates, make requests, give direction, negotiate change orders, and conduct other related business.
- Works with engineers, other contractors, and members of the Public Works staff to complete project plans in a timely and cost-effective manner.
- Assembles cost estimates and updates for projects and change orders; keeps Director of Public Works and Town Manager apprised of changing cash flow needs.
- Conducts on-site inspections for compliance with contract specifications and obligations, ensures that contractors follow all details of the plans.
- Tracks and catalogs statistics and information related to the 2022 – 2027 Town Infrastructure Investment Plan; creates and disseminates routine reports of these statistics and actions taken to the Director of Public Works and his designees, the Town Manager, and the Board of Selectmen.
- Works with the Director of Public Works and Town Manager to determine priorities.
- Researches applicable grant opportunities and makes recommendations for pursuing such grants; assists with grant writing as needed, cooperates with other staff to ensure thorough, professional submissions are made for each grant written.
- Ensures the timely and cost-effective completion of each project.
- Attends meetings and trainings as required.
- Performs related work as required.

QUALIFICATIONS

Education and Experience

- A high school diploma or equivalent with at least six years of construction and/or engineering experience and three years of supervisory experience (may be concurrent); or
- Graduation from an accredited college or university with a bachelor's degree in engineering, architecture, or related experience with at least two years of construction and/or engineering experience and two years of supervisory experience (may be concurrent); or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities

- Ability to analyze complex data and apply it to the assigned projects, the ability to prepare reports and thorough ability in oral and written communications is required.
- Ability to establish and maintain effective working relationships with other employees, contractors, and the general public; developed interpersonal skills that will allow for positive and productive interactions with subordinates, peers, superiors, elected officials, and members of the public.
- Ability to develop and apply innovative concepts to the Town's project management procedures.
- Knowledge of modern principles and practices of engineering and construction work.
- Knowledge of federal and state grant programs.
- Knowledge of personal computers, office software, and software needed for the development of site plans and other related documents.
- Knowledge of CT DAS Portal and ability to use portal.
- Ability to provide clear documentation of work completed.
- Ability to read site plans and engineered drawings.
- Ability to determine work priorities to meet established schedules.
- Ability to devise and implement improved methods and procedures.
- Ability to understand and interpret complex plans and specifications and to prepare technical reports.

Special Requirements

- Must have a maintain a Motor Vehicle Operator's License valid in CT during tenure.

TOOLS AND EQUIPMENT USED

Computer, calculator, phone, copy machine, fax machine, motor vehicle, tablet, GPS locator,

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must be able to sit at a desk or stand and work continuously for extended periods of time. The employee may be required to push, pull, lift, and or carry objects weighing up to 25 pounds. While performing the duties of this job, employee is frequently required to communicate with others in-person, over the telephone, and via email. Must have ability to bend and reach to retrieve and replace files. Must be able to enter information accurately into the computer and maintain records. Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus in order to inspect documents, read instructions, and verify data. Outdoor work may require long hours in hot, cold, wet, snowy, dusty, and loud conditions. Often required to drive to other offices and work sites under possible adverse weather conditions.

DISCLAIMER

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.