

CLERK OF THE WORKS

JOB DESCRIPTION

Peabody Properties, Inc. is seeking an experienced **Clerk of the Works** to act as PPI's representative to ensure high standards of quality control are maintained on new constructions, renovations and repair of existing structures and site development.

The Clerk of the Works will coordinate, monitor and inspect work of construction contractors, review contract documents, architectural drawings and specifications and insure contractor's full understanding of documents, ensure compliance with contract specifications and drawings as well as federal and state guidelines and local codes.

Additional responsibilities include, but are not limited to proper coordination of all contracted construction/rehab work assisting, instructing and advising contractors on matters related to quality control and interpretation of contract documents, reporting any deficiencies and recommending any corrective action to applicable parties and conducting on-site observation and spot check of work

QUALIFICATIONS

- Strong multi-family construction project management experience a must
- Ability to read and interpret architectural and engineering drawings, specifications, codes and other material pertinent to construction Technical knowledge of building components and systems, construction materials, means and methods
- Ability to multi-task and work effectively in a fast-paced environment
- Demonstrated knowledge of applicable local, state and federal building codes
- Excellent written and oral communications skills
- Excellent customer service skills and leadership skills

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184