



Title: Facilities Clerk

Date: February 2018

Reports To: Director of Capital Projects

Location: Brighton

FLSA Status: non-exempt

GENERAL SUMMARY

The Facilities Clerk is responsible for assisting the Director of Capital Projects in developing and implementing the annual capital improvements program (CIP). The clerk along with the Director of Capital Projects acts as liaison between JCHE staff and contractors in the bidding, work and billing for the completion of the CIP. The clerk assists in insuring smooth communication between JCHE staff, residents, contractors and consultants.

ESSENTIAL JOB FUNCTIONS

- Provide assistance in observing the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule.
- Review field reports from architects, engineers and designers and highlight items of significance.
- Assist - in the drafting of government and contractor correspondence related to CIP.
- Assist in processing paperwork related to bidding, contracting, and billing of CIP activities.
- Ensure Owner's operational rules with regard to implementation of construction work are followed.
- Assist in the coordination of access to occupied apartments.
- Maintain construction project files.
- Maintain list of qualified contractors.
- Assist in the development of punch lists and assist in final inspections
- Receive and review as-built drawings for accuracy and incorporation of contractor field notes.

PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES

- Broad general understanding of current construction practices, methods and materials.
- General knowledge of major building systems and how they work.
- Ability to read and understand construction drawings, specifications, and contracts.
- Knowledge of construction scheduling and construction site administration.
- Thorough knowledge of the roles and interactions of the members of the building team.
- Basic knowledge of construction site safety requirements.
- Ability to understand warranties and conditions, which invalidate those warranties.
- Ability to thoroughly understand the project budget.
- Excellent interpersonal communications skills.
- Basic writing and computer skills.
- Ability to constructively participate in dispute resolution.
- Ability to provide impromptu briefings to senior staff.

SUPERVISORY RESPONSIBILITY

None

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment as well as sites under construction
- Travel to other local sites as required

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*