

### **Clerk of the Works – Responsibilities**

The clerk of the works shall:

1. Be directly responsible to the superintendent.
2. Serve as liason between the architects and the contractors to the school district.
3. Have the following duties and responsibilities:
  - a. Coordination and review of plans, working drawings, and specifications for new construction and for renovation;
  - b. Daily review of new construction in the field;
  - c. Preparation of progress reports on construction.
  - d. Planning, coordinating and inspecting the installation of new fixed equipment;
  - e. Updating all plans and specifications;
  - f. Conduct on the project site job meetings of contractors and architects to review and expedite construction;
  - g. Protection for the school district with the assistance of the architect, of adherence to the specifications within the contract.
4. Assume any other duties as may be required from time to time that is delegated by his superior. Furthermore, his superior shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interests of the school district.