

[Go Back](#)

NASSAU COUNTY

**Title : ASSISTANT CLERK OF THE
WORKS, TEMPORARY (PART-
TIME)**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 480194 XJO
Page : 1 of 1
Competitive**

GENERAL STATEMENT OF DUTIES

Assists in performing technical inspections of buildings that are under construction, repair, or alteration by a private company; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, and for the duration of a construction project not to exceed 18 months, the duties require the use of considerable judgment in assisting in making building inspections and gaining compliance with legal requirements and prescribed specifications. The work is subject to review by professional engineering personnel.

TYPICAL DUTIES

1. Assists in inspection of buildings during the course of construction, alteration, and repair.
2. Confers with contractor and assists in insuring adherence to standards and specifications.
3. Assists in inspection of materials and arranging for laboratory tests.
4. Assists in making oral and written reports to superior concerning progress of work.
5. Assists in inspection of heating, plumbing, ventilation, and electrical installations for compliance with specifications.
6. Keeps an accurate daily log of the work done and the equipment used by contractor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles, methods, materials, and equipment used in building construction.
2. Knowledge of codes and regulations governing building construction.
3. Ability to read and interpret a variety of blue prints, plans, and specifications applicable to building construction.
4. Ability to make skilled technical inspections and to enforce regulations firmly and impartially.
5. Ability to maintain records and prepare reports.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Five years of satisfactory experience, in a position which includes responsibility for the

condition of school buildings including observation of heating, plumbing and electrical systems.

[Go Back](#)