**ADVERTISEMENT**

**FOR**

**CLERK-OF-THE-WORKS**

The \_\_\_\_\_\_\_\_ County Board of Education is seeking to hire contracted services for a Clerk-of-the-Works for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project.

* Responsibilities: Observe work being performed by contractors at the construction site and file reports in accordance with the construction contract documents and SBA guidelines. Attend project meetings as the Owners Representative, monitor construction progress, maintain records as directed.
* Minimum Qualifications: Architectural or engineering degree or equivalent knowledge and experience with WV inspection codes and standards in commercial or industrial construction. Must have a comprehensive knowledge and understanding of all phases of non-residential construction and be capable of evaluating construction.
* Preferred: 3-years practical experience as a supervisor, foreman or Clerk-of-the-Works for non-residential construction projects.

Qualified individuals interested in this position should submit resumes no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_ local prevailing time on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, at the Administrative Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County Schools, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Insert address

***Insert any required local board purchasing language here***