

Help Wanted: City of New Bedford hiring Clerk of the Works

CITY OF NEW BEDFORD

CLERK OF THE WORKS \$48,421 – \$59,061

FACILITIES & FLEET MANAGEMENT

Performs a variety of routine and complex administrative, supervisory and technical work. Assists in the development and implementation of the city's Capital Improvement Plan, coordinates the maintenance of city buildings and grounds, responsible for the stock room including maintaining inventory and procurement of supplies and services in accordance with Massachusetts General Law Chapter 30B.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for cleanliness, accuracy and conformance to policies and procedures. Enforces a variety of codes, explains, interprets, and provides guidance regarding all applicable codes to employees, contractors and other interested parties. Develops, updates and evaluates work

and/or safety standards, policies and procedures by inspecting the quality of employee services in public buildings. This includes enforcement of work and safety standards. Reviews current trends and developments in the field of facilities management and custodial services; researches problems and complaints; coordinates inspections, and responds to emergency situations for the purpose of resolving immediate safety concerns.

Graduation from high school or GED equivalent, supplemented by two (2) years of post-secondary education or technical instruction in building technology, construction management, facilities management or four (4) years of experience in general construction and/or facilities management or any equivalent combination of education and experience. Familiarity with building codes, general building construction and the ability to read and understand blueprints; thorough knowledge of custodial practices, chemicals, tools and materials used in the custodial field. Knowledge of grounds maintenance including snow and ice removal, chemicals, tools and materials used in this field; skill in the operation of the listed equipment; ability to establish effective working relationships with employees, contractors, architects, engineers, owners, and the general public; and the ability to communicate effectively orally and in writing.

Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit **www.newbedford-ma.gov** or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EE0