



# MADISON COUNTY PUBLIC SCHOOLS

60 School Board Court  
Madison, Virginia 22727  
540.948.3780

## VACANCY POSTING: Clerk of the Works/Project Manager

In all, Madison is known not so much by “schools” as by educational families – students surrounded by caring, thoughtful staff, parents and community members who expect graduates to have earned a top-notch education. Students attend Virginia and the nation’s top schools and enter the workforce exceptionally well prepared. This great feat is accomplished by caring communities centered on what we call “Madison Pride” – the drive to provide children an absolutely remarkable education and a plethora of opportunities.

**POSITION SUMMARY:** Madison County Public Schools is seeking a **Clerk of the Works/Project Manager** for a school renovation project. The Clerk of the Works will provide evidence of successful experience and/or education in the development and implementation of construction projects. Individuals must be competent with computer hardware and software applicable to word processing and construction applications. The candidate will observe on-site construction projects to protect the School District against defects and deficiencies in the Contractor’s work. A Clerk of the Works ensures that the School District has a construction administrator on the premises on a regular basis and that the inspections are performed in a manner that confirms the reported results. The individual supplements the work of the Architect’s employees. The successful applicant should possess intellectual depth and breadth, a strong work ethic, a capacity for communication and leadership, and a track record of proven achievement.

### **REQUIRED:**

- Works with architects and contractors developing specifications for use in the selection and awarding of contracts for construction, repair and/or modification projects, to include: educational specifications, permits, project schedules, cost analysis, permits, purchasing/bid and construction;
- Coordinates with other professionals, such as contractors, architects and engineers, to ensure project success;
- Coordinates the review of project design through all phases to assure that project costs remain within the funding allocation, project scope is clearly defined to facilitate competitive procurement, project schedule is maintained, and project design is functional and cost efficient;
- Develops standardized building specifications and project management procedures;
- Serves as liaison between the Contractor, the School District and the Architect, and maintain a professional relationship with the Contractor and all Subcontractors on the job.
- Develops record management.

### **PRIMARY RESPONSIBILITIES:**

- Protect School District personnel from issuing instructions to the Contractors or employees.
- Conduct on-site observations and comprehensive checks of work in progress as a basis for determining conformance of work, material and equipment with the Contract Documents.
- Maintain, at the jobsite, orderly files for correspondence, reports of Project Meetings, and documents, including all Addenda, Change Orders, payrolls, additional drawings issued subsequent to the award of Contract, and all other pertinent information.
- Accompany Local, State, or Federal inspectors through the Project, record the outcome of these visits, and report same to the Architect and the School District.
- Develop and maintain records assuring that all individuals on the construction site have obtained proper background checks.
- Advise the Contractors against the installation of any materials and equipment for which Shop Drawings are required unless such Drawings have been duly approved and issued by the Architect.
- Report any variances, conflicts or potential problems to the Architect or School District immediately.
- Perform other functions as required or requested by the School District.

**SALARY RANGE: \$ Negotiable Temporary Part Time**

**DEADLINE FOR APPLICATIONS:** Open Until Filled

**START DATE:** Fall 2018

**APPLICATION PROCEDURE:** Email cover letter with salary requirements and resume to [tweaver@madisonschools.k12.va.us](mailto:tweaver@madisonschools.k12.va.us)  
Equal Opportunity Employer

Madison Primary School  
158 Primary School Drive  
Madison, VA 22727  
540-948-3781

Waverly Yowell Elementary School  
1809 North Main Street  
Madison, VA 22727  
540-948-4511

William Wetsel Middle School  
186 Mountaineer Lane  
Madison, VA 22727  
540-948-3783

Madison County High School  
68 Mountaineer Lane  
Madison, VA 22727  
540-948-3785

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