



JOB POSTING – Apr 28, 2025

DEADLINE- May 12, 2025

Job Title: Building Quality Inspector

Department: Department of Public Works

Reports to: Interim Director / City Engineer / DPW Project Manager

Job Summary:

The City of Holyoke is seeking a highly qualified Building Quality Inspector (Clerk of the Works) to provide part-time construction oversight and inspection services for roof replacement and associated work at the Holyoke DPW, Children's Museum - Volleyball Hall of Fame, and City Hall Annex. This role will ensure that all work is completed in accordance with contract documents, specifications, applicable codes, and accepted construction practices. This position is funded through the federal American Rescue Plan Act (ARPA). While not required, familiarity with federal grant compliance requirements related to building construction projects is preferred, including documentation, reporting, and procurement compliance.

Supervisory Responsibilities:

- *Provides general oversight of on-site construction work and contractor compliance but does not directly supervise City staff or contractors..*
- *Other: Must not be on the Comptroller General's list of ineligible contractors. This is a federally funded position administered through the City's Office of Community Development (OCD) using ARPA administrative funds. The selected candidate will be required to submit timesheets directly through OCD for payroll processing. Please note that the Department of Public Works will not hold a direct contract for this position; all administrative and funding-related matters will be coordinated through OCD.*

Duties/Responsibilities:

- Duties include but are not limited to the following. Other duties may be assigned by the Interim Director / City Engineer / DPW Project Manager.
- *Conduct on-site visits:* Visit jobsites daily during the active construction phases and as reasonably necessary to observe the work being performed; determine if projects are progressing with regard to quality and schedule in conformance with the associated contract documents.
- *Monitor Project Progress:* Monitor the contractor's progress as it relates to construction schedule and alert the Interim Director / City Engineer / DPW Project Manager to conditions that may lead to delays in completion of the work; observe and record compliance with approved change orders; and in cooperation with the Project Architect and Owners Project Manager, review ongoing work, interim and final punch lists, and associated contractor work.

- *Coordinate and Share Information with Appropriate Constituents:* Immediately notify the Interim Director / City Engineer / DPW Project Manager if (1) work does not conform with contract documents; (2) requires special inspection or testing; and/or (3) if project work results in safety concerns.
- *Maintain all Related Documentation and Files:* Maintain job-site files, documents/reports and accurate daily logs with photographs as needed; keep records of construction work performed, workforce on-site, materials, supplies and delays and their causes; provide regular updates to the Interim Director / City Engineer / DPW Project Manager as required. Collect, review, confirm and keep on file on Holyoke DPW's behalf, project records including Certified Payrolls in conformance with specifications/regulations; ensure receipt of all contract-required project close-out documentation; and field-verify and document DBE sub-contractor(s') work and ensure proper federal and state contractor postings are properly displayed at the worksite.
- *Other:* Coordinate owner-required material testing work (if applicable) through third-party vendors; verify unit-based pricing work, track contractor time and materials work, verify material quantity shipping/receiving slips, and that daily manpower as appropriate; attend weekly Construction Coordination Meetings and other meetings as directed by the Interim Director / City Engineer / DPW Project Manager; and review and coordinate applications for payments with recommendations as necessary. Perform other duties as assigned that are customarily performed by the Building Quality Inspectors (Clerks of the Works) on construction projects in Massachusetts.

Required Skills/Abilities:

- Must demonstrate strong attention to detail; superior oral and written communication skills; ability to work in a fast-paced environment and the ability to meet deadlines with an appropriate sense of urgency; ability to effectively manage multiple tasks simultaneously; must be able to work independently and as part of a team and be highly reliable with a strong work ethic; ability to read and interpret architectural and engineering drawings, contract specifications, codes, and other material pertinent to construction; working knowledge of building components and roofing systems; knowledge of construction materials, means and methods; knowledge of applicable state and federal building codes, OSHA, NFPA, Life Safety and Hazardous Materials; thorough knowledge of the principles, methods, materials, and equipment common to building construction; knowledge of the building trades, inspection practices, and techniques; ability to establish and maintain cooperative and professional working relationships with all project constituents; ability to keep accurate records and prepare detailed reports; demonstrates strong initiative; integrity; and honesty. Must comply with all applicable equal employment opportunity laws and regulations.
- **Required Competencies:** This position requires the following competencies: Candidates must demonstrate strong interpersonal, written, and verbal communication skills; the ability to work both independently and as part of a team; sound judgment and decision-making; and a high level of reliability and professionalism. The role requires strong organizational skills, attention to detail, the ability to prioritize and manage multiple tasks, and a commitment to meeting deadlines. Candidates should be

adaptable, proactive, and capable of maintaining accurate records and reports in a fast-paced and dynamic work environment.

- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area; apply mid-level math and basic statistical concepts.
- **Required Computer Skills:** Ability to effectively use computer applications to perform the essential duties of the Clerk of Works position.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While some duties may be performed indoors in an office setting, this position requires frequent on-site presence at active construction locations, including extended periods outdoors and on rooftops. The employee will be regularly exposed to outdoor elements such as heat, cold, rain, wind, and other inclement weather conditions. The noise level in the office environment is typically quiet, while noise levels at construction sites range from moderate to loud depending on activity. The employee is required to comply with all applicable OSHA safety regulations and must utilize appropriate personal protective equipment (PPE) at all times when on active construction sites, including but not limited to hard hats, safety vests, safety glasses, and non-slip footwear.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or listen. The employee is regularly required to stand, walk, climb ladders or stairs, and navigate active construction sites, including safely accessing and walking on roof surfaces. The employee must occasionally use hands to finger, handle, or feel, and reach with hands and arms. Extensive use of a computer and keyboard and viewing of a computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, and the ability to adjust focus.

Education, Certification, Licensure and Experience:

- Must have at a minimum of ten (10) years of Clerk of Works experience on commercial construction projects preferably with some experience on municipal-use facility renovation projects
- Must have a strong foundation in construction through a relevant degree, such as construction management, civil engineering, building science, architecture, surveying, etc.; vocational training, diplomas, or certificates in construction-related fields may

substitute for higher academic training. An equivalent combination of relevant education and directly related experience will be considered.

- While not required, candidates who hold a current license and registration in the Commonwealth of Massachusetts as an Architect or Professional Engineer are preferred.
- Architects or Professional Engineers holding a current Certified Construction Manager (CCM) through the Construction Management Certification Institute can substitute this certification for three (3) years of experience, bringing the minimum required experience from ten (10) years to seven (7) years.
- Must possess a valid Massachusetts driver's license and have reliable transportation available for travel between project sites. Use of a personal vehicle will be necessary; mileage reimbursement will follow City policy (if applicable).

Fair Labor Standards Act (FLSA) status: Non-exempt level

Employment status & Hours: Temporary, Part-time (20-25 hours/week), 8:30 a.m. to 4:30 p.m., Up to 25 hours per week including being onsite a minimum of three (3) days per week (during the work week, Mondays-Fridays excluding holidays) to monitor construction activity as needed during the active construction period

Salary/Pay rate: \$50.00 (minimum) up to \$60.00 (maximum) per hour

How to Apply: Interested candidates should submit a resume and brief cover letter to the Interim Director of the Holyoke Department of Public Works at sokopm@holyoke.org no later than April 30, 2025.

Applications will be reviewed on a rolling basis. The position is open until filled.