



Clerk of the Works

PCI Capital Project Consulting is seeking a highly organized, self-motivated individual to join our team as Clerk of the Works. We are an established and well-respected Capital Project Management firm serving a wide range of clients throughout Vermont. In addition to competitive pay and benefits, members of our small team of dedicated professionals enjoy autonomy, and opportunities to learn and grow. We also offer meaningful and fulfilling work with a front row seat to some of Vermont's most interesting and exciting capital projects.

JOB SUMMARY:

The Clerk of the Works: Spends the majority of their time on job sites, ensures that contract documents are adhered to, witnesses and documents any required testing, maintains detailed records of all construction activities, keeps the project team informed of any potential issues, and works closely with PCI's Project Managers to ensure the schedule and budget are adhered to. When not on site, the Clerk of the Works: works with Project managers to plan and manage a wide variety of capital projects for clients; Develops and maintains positive working relationships with clients, co-workers, professionals, end-users, and other project stakeholders; Contributes to and supports the structural and strategic evolution of the firm in keeping with the goals of the business; Ensures consistent delivery of services to all constituents; Contributes to continuous process improvement and integration of new ideas into the business; Develops new client relationships and business.

PCI is currently operating remotely, however, proximity to Burlington/Chittenden County is required. A return to an office setting is anticipated in the near future. PCI performs work throughout Vermont and travel in a personal vehicle is required. Mileage reimbursement is provided.

DUTIES AND RESPONSIBILITIES:

- Maintain detailed records/files of all construction activities, including written logs and photographs, meeting minutes, test results, shop drawings, correspondence, and all contract documents
- Make on-site observations and 'spot-checks' of the work in progress as a basis for determining conformance of work, materials, and equipment with the Construction Documents, and report to Project Managers / Owner
- Attend any inspections by code officials and/or testing agencies
- Become deeply familiar with project specifications and ensure all work adheres to these requirements
- Provide regular written updates to project managers and owner
- Attend weekly project meetings
- Collaborate with other project team members as needed in the management of projects
- Identify potential conflicts/issues that may impact the project schedule and/or budget and identify solutions

- Ensure successful project closeout by attending punch-list meetings and verifying completion of items identified, including transmission of closeout documents
- Implement internal process improvements with minimal disruption to ongoing operations and projects
- Represent owners to building professionals including designers, engineers, lenders / funding entities, general contractors, trade contractors, suppliers, building inspectors, etc.
- Manage projects in a means congruent with our mission and vision, while supporting our business model
- Keep projects on schedule and on budget while achieving desired outcomes

QUALIFICATIONS:

- 5+ years of demonstrated, field construction experience in a supervisory role
- Experience with Construction Management software, such as Procore is required
- Google Suite and Microsoft Office Proficiency is required
- Ability to read and thoroughly understand blueprints/specifications is required.
- Experience using software such as Bluebeam, AutoCAD, or Revit, is preferred
- Excellent written and oral communication skills
- Excellent organization skills
- Ability to effectively and efficiently oversee multiple large, small and/or complex projects
- Ability to be self-directed, self-motivated, and goal orientated
- Ability and willingness to work a flexible schedule
- Though not required, experience in estimating and performing takeoffs is preferred

REPORTS TO:

Senior Project Managers / Partners

BENEFITS:

PCI offers a competitive compensation package and a collaborative work environment.

EQUAL EMPLOYMENT OPPORTUNITY

Job Type: Full-time

Salary: \$32.00 - \$36.00 per hour

Benefits:

- IRA matching
- Paid time off
- Professional development assistance

Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay

Experience:

- Commercial construction: 5 year (Required)

Job Type: Full-time

Pay: \$32.00 - \$36.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Paid time off
- Professional development assistance

Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Burlington, VT 05401: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Commercial construction: 5 years (Required)

Work Location: Burlington, VT 05401