

**ADVERTISEMENT
FOR
CLERK-OF-THE-WORKS**

The Mingo County Board of Education is seeking to hire contracted services for a Clerk-of-the-Works for the Lenore PK8 Re-roofing Project funded through the School Building Authority and for other various projects in Mingo County, West Virginia.

- Responsibilities: Observe work being performed by contractors at the construction site and file reports in accordance with the construction contract documents. Attend project meetings as the Owners Representative, monitor construction progress, and maintain records as directed. Perform work outside of normal working hours.
- 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.
- Minimum Requirements: Individuals should have valid driver's licenses and be prepared to use personal vehicles between project locations, access to a digital camera/cell phone for onsite photograph documentation, and personal cell phone for onsite communication.

Qualified individuals interested in this position should submit resumes no later than 2:00 p.m. local prevailing time on September 14th, 2022, at the District Office of Mingo County Schools, 110 Cinderella Road, Williamson, WV 25661, or email resumes to Rodney McCoy at rodney.mccoy@k12.wv.us

The minimum salary is equal to the base rate for a Carpenter (form work only) in Mingo County, WV.

The Mingo Board of Education reserves the right to reject any or all proposals and to waive any informalities.

Mingo County Board of Education

Dr. Johnny Branch, Superintendent

