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CSL-CONSULTING.COM

**CSL Consulting, LLC (CSL)** is a Massachusetts based consulting company providing project management and construction mitigation services to organizations and institutions developing capital improvement and maintenance projects. Our company services the New England and Mid-Atlantic region and is headquartered in Burlington, Massachusetts. We provide services for the top tier clients in the academic, corporate, development, healthcare and life sciences markets.

## Company Culture

At CSL, we focus on hiring and training the most talented professionals in the industry and providing a rewarding work environment with emphasis on quality of life. Our firm values personal and professional development, as well as team collaboration. Ideas are generated, shared, and employees are empowered to fulfill their roles and responsibilities, and encouraged to take initiative in making a positive impact on the company.

## Clerk of the Works

CSL Consulting, LLC is seeking an individual with strong interpersonal and technical skills looking to work in a dynamic environment. The Project Management group has experience managing the planning, permitting, design and construction processes for private academic, healthcare, life sciences, and corporate clients. The selected individual will assume a role of Clerk of the Works for premier clients and will be responsible for coordinating field activities with the construction manager to achieve client's project goals.

## Responsibilities

- Develop and maintain a thorough familiarity of project drawings, specifications, schedule, and owner requirements
- Observe the quality and progress of the construction including adherence to contract documents and schedule. Report any concerns regarding material deliveries, material storage or construction work immediately to the construction manager. Provide additional notification as appropriate to the owner and architect
- Prepare and submit daily reports of construction progress highlighting daily construction activities, personnel on site, subcontractors on site, equipment, deliveries, weather conditions, inspections, test results and other appropriate information
- Complete monthly report for the local inspection services department
- Schedule required/requested inspections in cooperation with the construction manager to confirm that inspections are completed in a timely manner
- Meet and accompany inspectors from government agencies, and owner hired third party vendors
- Review all inspection finding and results with the construction manager immediately
- Monitor construction activities including manpower and material for change order work
- Review field reports from architects and engineers
- Maintain a log of open items and corrective work completed
- Provide photo documentation on a daily basis
- Discharge responsibilities required by inspectional services or the building inspector.
- Schedule and coordinate third party inspections and testing
- Assist architect and engineer with final punch list preparation and resolution
- Assist commissioning consultant
- Review all construction manager monthly invoices for percentage complete; materials stored; retainage; etc.
- Assist in the closeout and turnover of all construction related documentation upon completion of the project.
- Assist in daily communications with the owner and the owner's constituency.
- Maintain a daily log of photos of the site, interior, exterior of the project.
- Monitor contractor parking for compliance with project logistics plan.
- Monitor perimeter of project site for security purposes.



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- Review the project schedule relative to projected versus actual manpower requirements.
- Display a strong aptitude of the organizations core competencies which include:
  - Client Focus-Building strong client relationships and delivering client centric solutions
  - Situational Adaptability-Adapting approach and demeanor in real time to match shifting demands of different situations
  - Managing Complexity-Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
  - Judgement-Making good and timely recommendations/decisions that keep the project and organization moving forward
  - Collaborates-Builds partnerships and works collaboratively with others to meet shared objectives
  - Manages conflict-Handles conflict situations effectively, with a minimum of noise
  - Builds relationships-Effectively building formal and informal relationships inside and outside of the organization
  - Communicates effectively-Develops and delivers multimode communications that convey a clear understanding of the unique needs of the audience
  - Takes Initiative- Takes actions that will improve effectiveness and efficiency of team and project
  - Improves work process-Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
  - Ensure Accountability-Holding self and others accountable to meet commitments
  - Drive Results-Consistently achieving results, even under tough circumstances
  - Instills trust-Gaining the confidence and trust of others through honesty, integrity, and authenticity.

#### **Minimum Requirements**

- High School Diploma
- Minimum of (10) years as Clerk of the Works or related field
- Positive, completed experiences with Private Academic and/or Healthcare Clients
- Self-starter, energetic, and enthusiastic
- Strong interpersonal, written and verbal communication skills
- Excellent organizational skills
- Computer proficiency of Microsoft and construction industry software platforms
- Knowledge and understanding of construction means and methods
- Ability to understand design process and architectural documents
- Capacity to prioritize challenges in a composed and professional manner
- CORI and SORI satisfactory requirements of client

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*