

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4683

CONSTRUCTION ASSISTANT

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Perform site or construction inspections and coordinate the construction phase of building construction, renovation and utility projects from contract award through warranty.

BASIC FUNCTION

Assist with construction management tasks such as monitoring site conditions and preparing field notes, maintaining field logs, preparing correspondence, and developing recommended solutions for construction site problems.

DISTINGUISHING CHARACTERISTICS

Under general supervision, assist in administering the construction process. Inspect job site conditions for conformance to plans and specifications and applicable codes; maintain construction document files, develop recommendations for the resolution of field problems and make necessary changes in contract drawings.

TYPICAL WORK

Prepare, receive, review and/or transmit construction related correspondence such as contractor's request for information, owner's requests for additional work or schedule change, contractor's request for utility shutdown or regulatory agency instructions and reviews;

Prepare construction change notifications; process change orders and negotiate pricing for Construction Coordinator or project manager approval;

Conduct field inspections to determine construction site conditions and make field sketches as appropriate; recommend changes to contract drawings to resolve field problems;

Prepare construction progress reports; review contractor's requests for payment and recommend action to Construction Coordinator or project manager;

Assist in the review of the completed project and note deficiencies;

Perform tasks necessary to ensure site access for contractors, test labs, consultants, inspectors, etc.;

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Assist in identifying need for and coordinating utility outages, traffic disruption and space vacations; prepare necessary notifications;

Assist in inspecting the quality of work and materials;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelors Degree in Architecture, Engineering, Building Construction

OR

equivalent education/experience.

New Class: 6/4/93