

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4687

CONSTRUCTION SUPERVISOR

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise Construction Coordinators and/or other staff in the administration of construction contracts.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action.

Under general direction, supervise Construction Coordinators, Construction Assistants and/or other staff with comparable responsibility for construction administration/coordination.

TYPICAL WORK

Review design drawings for assigned construction projects, identify potential field problems and develop recommended solutions;

Review all cost and schedule changes, and delay claims on assigned projects; develop response and/or recommend approval;

Verify the completion of all projects and ensure that all project completion documents are properly processed;

Assist in the development of and maintain compliance with institution policies and procedures relating to the administration of capital construction projects;

Participate in the review of plans for proposed construction projects;

May assist in the development and monitoring of the department budget;

Perform the duties of Construction Coordinator;

Perform related duties as required.

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MINIMUM QUALIFICATIONS

Two years of experience as a Construction Coordinator

OR

equivalent education/experience.

New Class: 1-3-73

Revise Class: 7-19-74

Revise MQ: 7-2-90

Revise Class: 6-4-93