

CONSTRUCTION REPRESENTATIVE TITLE SERIES DEFINITIONS

I. DEFINITIONS

CONSTRUCTION REPRESENTATIVE

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employee's work by the immediate supervisor.

CONSTRUCTION REPRESENTATIVE-JOURNEY

Work is performed under general supervision. Positions at this level are responsible for technically "supervising and administering" complex multiple projects at various locations. Oversee the performance of contractors and subcontractors who are constructing, renovating, or demolishing state buildings. Provide direction to correct areas where the contractors or subcontractors performance is not in accordance with project's plans and specifications or where construction schedules are not met. Evaluate the performance of the contractors and professional consultants.

CONSTRUCTION REPRESENTATIVE-SENIOR

Work is performed under general supervision. Positions at this level are the Lead Worker over Construction Representatives at the Entry, Developmental, and Journey level positions. Assist the Construction Coordinator in designing, recommending and implementing construction phase procedures. Provide direction to subordinates for the implementation of results. Perform duties as described at the Construction Representative Journey level.

II. QUALIFICATIONS

Specific qualifications for a position will be determined at the time of recruitment. Education required may include an associate degree in building design, or a building construction trade area, or the completion of a related apprenticeship. Training requirements may include work experience at building construction sites or through an apprenticeship. Licensure requirements may include specific types of inspector licenses. Knowledge of construction techniques and practices, construction scheduling methods, mechanical and electrical systems, structural systems and utilities; field quality control techniques; construction phase documentation, inspection, and enforcement procedures; and state budgeting and financial management systems may be required. Skill may be required in technically "supervising and managing" multiple construction projects while acting as the owner representative; ensuring the construction is completed in accordance with all applicable laws, codes, statutes, administrative requirements, approved programs, schedule and budgets; and managing the design and construction of minor projects. The amount of knowledge, education, work experience or specific licensure requirements will be based on an analysis of the goals and work activities of each position.