

**CLASS TITLE: CHIEF OF CONSTRUCTION AND
MAINTENANCE OPERATIONS**

**Class Code: 02969300
Pay Grade: 28A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a state department with an extensive physical plant, to be responsible for a program of construction and maintenance operations including physical improvements, new building, modifications, maintenance and repairs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to department, local and state regulations, policies and standards; work must comply with Bonding provisions, and all regulations and codes of the Health Department, Fire Safety, and the Building Commission.

SUPERVISION EXERCISED: Plans, assigns and reviews the work of maintenance and skilled trades workers; supervises and inspects the work of contractors employed by the department for construction of maintenance work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for a large-scale program of construction operations including physical improvements, new building, modifications, maintenance and repairs for a state department.

To confer with architects and contractors as to the preparation and interpretation of plans and specifications.

To assist in the preparation of specifications and drawings for projects.

To supervise and inspect the work performed by private contractors for conformance to the proper standards of workmanship, materials and methods.

To insure that construction and other projects conform to the relevant local and state laws and regulations such as safety and building codes.

To interpret plans, specifications and drawings for contractors and workers.

To consult with departmental officials in order to determine their problems and concerns with regard to the physical plant.

To prepare reports and submit recommendations for the expansion improvements and modification of the buildings and equipment of the department.

To prepare and maintain projects.

To be responsible for preparing construction of renovation budgets in conjunction with architects and the Division of Budget.

To insure that proper amounts of materials and supplies are available as necessary for the department's projects.

To give initial approval to vouchers for payment to architects, contractors, lawyers, plumbers, and electricians.

As required, to supervise grounds maintenance and improvements projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods and materials utilized in construction operations including physical improvements, new building, modifications, maintenance and repairs; a working knowledge of the various state and local laws and regulations

impacting upon construction and building operations, such safety and building codes; the ability to supervise the work of a staff of maintenance and skilled trades workers involved in various construction and maintenance operations; the ability to supervise and inspect the work of private contractors hired by the department; the ability to prepare written reports containing recommendations for the expansion, improvements and modification of buildings and equipment; the ability to prepare simple specifications and drawings; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: extensive experience in a supervisory position in the construction field including on site review for proper workmanship, materials and methods.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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