

CLASS TITLE: CONSTRUCTION MANAGEMENT AREA SUPERVISOR (DOT)

Class Code: 02772600

Pay Grade: 35A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation (DOT) Division of Construction Management, to be responsible for overseeing the day-to-day coordination, management and supervision of the contract construction of assigned highway, bridge, traffic, electrical and information technology system (ITS) project activities and their assigned project staffs; to be responsible for interpreting provisions of project plans, specifications and designs; to assure that projects are kept on schedule, within scope and delivered at the highest quality; to be responsible for the technical direction and supervision of Construction Management Residents, and to supervise their continuous inspection of workmanship, materials and methods; plans, directs and participates in the development and implementation of operational plans, policies and processes for construction field management; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a supervisor within the Division of Construction Management with wide latitude for the exercise of independent judgment; work is reviewed for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation (DOT) Division of Construction Management, to be responsible for overseeing the day-to-day coordination, management, and supervision of the contract construction of assigned highway, bridge, traffic, electrical and information technology system (ITS) project activities and their assigned project staffs.

To be responsible for interpreting provisions of project plans, specifications and designs.

To assure that projects are kept on schedule, within scope and delivered at the highest quality.

To be responsible for the technical direction and supervision of Construction Management Residents, and to supervise their continuous inspection of workmanship, materials and methods.

Plans, directs and participates in the development and implementation of operational plans, policies and processes for construction field management.

To perform advanced administrative and technical work involving the supervision of construction field management activities such as: supervising the contract construction of major highway, bridge, traffic, electrical and ITS or related projects; coordinating and supervising field engineering activities involving overlapping construction contracts in the field; interpreting several provisions of contracts, plans, specifications and designs; assuring that construction work schedules are maintained; supervising the continuous inspections of workmanship, materials and methods of construction; and determining the partial and final payment amounts due to contractors as the various construction phases of the project are completed.

Serves as a liaison with local, state, and federal officials, and other emergency response agencies on various project matters.

To communicate information and work with interested parties to develop and implement plans and procedures.

To conduct reviews, address issues, and resolve problems at assigned construction project worksites.

To plan the structure, functions and processes of the project team including the development of work goals, plans, processes and operational reporting systems.

To interpret and apply provisions of agency policies, procedures and other regulations governing a healthy and safe work zone.

To prepare correspondence and reports on issues and concerns as needed.

Confers with staff to provide input, obtain information, and to assist a superior.

To assist in the procurement of field operations equipment, goods, and services.

To maintain inventories, assign equipment, and ensure proper maintenance.

Attends meetings, serve on task forces or committees to share information, develop proposals, programs, procedures, or courses of action requiring participation of the construction division and/or other departmental, state and federal agencies.

To prepare programs, estimates, and plans for various construction field operations including pavement preservation, bridge construction, traffic management, right-of-way acquisition, and other projects.

To meet with representatives from state and local government and public works organizations to discuss construction project impacts and to develop appropriate minimizing plans.

To assist in developing preliminary plans for asset preservation programs.

To instruct assigned employees regarding proper record keeping methods and policies for the proper utilization of personnel, materials and equipment.

Assists superiors in the ongoing evaluation of personnel.

To review and recommend action to be taken on estimates and requests for authorization for funds, personnel, materials and equipment requirements on a seasonal and annual basis and for the programming of divisional construction activities.

To review and approve or deny daily and weekly attendance reports, leave requests and authorization of required overtime by subordinates.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the basic engineering principles, practices, methods, materials and equipment used in highway, bridge, traffic and lighting construction programs and the ability to apply such; a thorough knowledge of the State's Procedures for Uniform Recordkeeping (PURK); a thorough knowledge of the basic materials used in construction and the ability to apply such knowledge in the inspection and evaluation of such in conformance with approved plans and specifications; the ability to read and interpret highway and bridge construction plans and specifications and to approve or reject non-material changes therein under the contract, or, to recommend needed changes in such plans and specifications; the ability to keep records and prepare reports concerning the work of subordinates engaged in a statewide program; the ability to develop and supervise a comprehensive work plan, program and schedule; the ability to communicate effectively both verbally and in writing; the ability to assess needs and issues faced and to recommend solutions for the projects managed; the ability to administer and integrate diverse function, assess effectiveness and cost of proposed plans; the ability to plan, organize, direct, coordinate and evaluate the work of a subordinate staff engaged in carrying out a project; the ability to establish and maintain good relations with supervisors, subordinates, contractors, public officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from a college of recognized standing in Civil Engineering Technology, Construction Management, or a closely related field; and

Experience: A minimum of five (5) years of employment in a responsible supervisory position within the public or private sector involving highway and bridge design, construction management, traffic management, and/or construction materials quality control.

Or, possession of an associate's degree from a college of recognized standing in Civil Engineering Technology, Construction Management, or a closely related field and a minimum of seven (7) years in a responsible supervisory position within the public or private sector involving highway and bridge design, construction

management, traffic management, and/or construction materials quality control.

Class Revised: December 11, 2016

Class Revised: August 18, 2019