

CLASS TITLE: CONSTRUCTION MANAGEMENT RESIDENT (DOT)

Class Code: 02772601
Pay Grade: 29A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation Division of Construction Management, to perform civil engineering work and be responsible for overseeing, coordinating, managing and supervising complex multi-year contract construction projects on assigned roads and/or bridges; to function as the principal contact for contract compliance; to be responsible for interpreting provisions of plans, specifications and designs; to ensure that projects are kept on schedule, within scope and delivered at the highest quality; to be responsible for supervising and instructing project staff and directing the continuous inspection of workmanship, materials and methods; to plan, direct and participate in the overall team effort; to develop and implement 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 Construction Management superior with wide latitude for the exercise of independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and evaluates the work of technical and support staff as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation Division of Construction Management, to perform civil engineering work and be responsible for overseeing, coordinating, managing and supervising complex multi-year contract construction projects on assigned roads and/or bridges.

To function as the principal contact for contract compliance.

To be responsible for interpreting provisions of plans, specifications and designs to ensure that the projects are kept on schedule, within scope, and delivered at the highest quality.

To be responsible for supervising and instructing project staff and directing the continuous inspection of workmanship, materials and methods.

To plan, direct and participate in the overall team effort.

To develop and implement operational plans, policies and processes for construction field management.

To perform advanced administrative and technical work involving the supervision of construction field management projects.

To supervise the contract field construction of major roads, bridges, or related highway projects.

To note unforeseen conditions and recommend specific changes in plans and specifications.

To interpret provisions of contracts, plans, specifications and designs.

To ensure that the project construction work schedules are maintained.

To supervise the continuous inspections of workmanship and methods of construction.

To ensure construction workmanship and materials are in compliance with industry standards, regulations and contract specifications.

To assist in determining what partial-pay item quantity adjustments and final payment amounts are due to the contractor as various construction phases of the project are completed.

To monitor contractor performance in accordance with plans and specifications.

To check the methods and performance of work, including lines, grades, strength and rigidity of forms.

To ensure conformance of materials to contract specification requirements.

To use various computer technology and applications for inspection and reporting purposes.

To serve as a project liaison with property owners, community officials, businesses, and emergency response agencies.

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

To conduct reviews, address issues, and resolve problems on designated construction project worksites.

To plan the structures, functions and processes of multiple groups of project staff involving the development of work goals, plans, processes and operational reporting systems.

To interpret and apply provisions of agency policies, procedures and other regulations governing health and safety in a transportation corridor work zone.

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

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

To assist in the procurement of field operations equipment, goods and services for multiple construction projects.

To maintain inventories, assign equipment and ensure the proper maintenance of the same.

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

To meet with representatives from local government and public works organizations to discuss their assigned construction project(s) and develop and coordinate scheduling.

To instruct employees regarding record keeping, office methods, policies, and the proper utilization of resources.

To assist a superior in the evaluation of personnel.

To review and recommend actions to be taken on estimates and requests for funds, personnel, materials and equipment on a seasonal and annual basis for construction operations.

To review and provide initial approval or disapproval of subordinates' time sheets.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of basic engineering principles, practices, methods, materials and equipment used in highway construction programs; a thorough knowledge of the basic materials used in highway and bridge construction projects; a working knowledge of mathematical and statistical concepts; the ability to apply the knowledge of materials in the inspections and evaluations of the same, in conformance with approved plans and contract specifications; the ability to apply the principals and practices of civil engineering to solve routine and complex construction problems; the ability to read and interpret highway and bridge construction plans and specifications, and approve or reject non-material changes therein, under the contract, or, recommend changes in such plans and specifications; the ability to keep records and prepare reports concerning the work of subordinates engaged in statewide projects; the ability to develop and supervise comprehensive work plans, the ability of develop engineering plans and work schedules according to contract terms; the ability to communicate effectively, both orally and in writing; the ability to assess needs and issues faced, and recommend solutions for the projects managed; the ability to administer and integrate diverse functions, and assess overall effectiveness, and costs 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, property owners and the public; the ability to use various computer technology and applications; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering or construction management technology; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position within the public or private sector involving highway and bridge design, construction management, public works and/or a construction materials program.

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

Class Created: April 1, 2018