

**CLASS TITLE: SUPERVISOR, CONSTRUCTION RECORDS  
MANAGEMENT (DOT)**

**Class Code: 02771000  
Pay Grade: 30A  
EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation to be responsible for the coordination, administration and quality control of a statewide construction project record keeping program; to develop, schedule and conduct technical training designed for field employees engaged in construction project record keeping activities; to assist a superior by relieving such superior of complex duties involved in the development, management, and/or operation of the record keeping program; to act as program supervisor; to supervise staff engaged in records management services utilizing dedicated terminals or personal computers (PCs) with network software to access databases or files; to plan, coordinate and supervise the overall function of the staff engaged in said functions; to perform the most complex and difficult technical work in records management; and to do related work as required

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for exercising initiative and independent judgment; work is subject to review for results obtained and conformance to established policies, rules, regulations and laws.

**SUPERVISION EXERCISED:** Plans, directs, coordinates, supervises and reviews the work of professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the coordination, administration and quality control of a statewide construction project record keeping program; to develop, schedule and conduct technical training designed for construction field employees engaged in record keeping activities.

To assist a superior by relieving such superior of complex duties involved in the development, management, and/or operation of the record keeping program.

To act as program supervisor, managing the services of the program, while monitoring those services for program effectiveness and efficiency.

To study and analyze operational procedures and prepare detailed and comprehensive reports of findings and recommendations.

To establish the scope and detail of the operation, of such a program, and to document the ongoing need for such program.

To be responsible for the official direct oversight and training of a staff of Construction Records Keepers.

To train all employees in the Construction Management Group in the fundamentals of record keeping.

To assist in the finalization process in coordination with the Office of Quality Compliance and Review, (QC&R), Financial Management and the Federal Highway Administration, ensuring that documentation is clear and consistent in accordance with the Procedures on Uniform Record Keeping (PURK), Manual.

To function as the primary resource for technical support, troubleshooting problems associated with the Construction Management Software, (CMS) program.

To work closely with software developers, Management Information Systems, (MIS), QC&R; to ensure that the accuracy of data processed within the projects is managed by the Construction Management Group.

To correct computer errors that are found when a progress payment error is identified.

To check project date, correcting errors, or recommending to the Resident Engineer and/or record keeper solutions to resolve problems.

To work with the computer software developer to update and implement programming changes and testing of the changes prior to rollout of the update.

To oversee the start up, or initiating the digital record keeping capability in the establishment of construction field offices, and dismantling the same upon completion of the project.

To supervise staff engaged in record management services utilizing dedicated terminals or personal computer (PCs) with network software to access databases or files.

To provide on-site instruction and guidance to users in the use and operation of application software and system hardware.

To develop, schedule and conduct technical training designed for employees engaged in construction project record keeping activities.

To develop, implement and support customized information technology training programs in order to educate personnel.

To monitor and evaluate the training delivered to employees in order to assess the effectiveness of training programs and its career enhancement benefits.

To operate and maintain a centralized construction project records management program and to evaluate the condition of records received, and as required to arrange for their repair, rehabilitation, duplication and reproduction.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the operation, adjustment and routine maintenance needed for dedicated terminals/PCs utilized to access databases; a thorough knowledge of modern management principles and practices; a thorough knowledge of the principles and practices of record keeping, ability to perform the most complex and difficult technical work in record keeping and the ability to apply such knowledge, principles, practices and methods; a working knowledge of the methods of the selection and installation of basic hardware and software utilized in the designated environment; the ability to guide and instruct users on system operations and procedures; the ability to interact with vendors, agency personnel or providers of technical assistance in troubleshooting unresolved system malfunctions; the ability to assist technical and clerical staff engaged in construction project record management; the ability to communicate effectively with subordinates, superiors, and departmental personnel; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business Management, Public Administration, Industrial Engineering including or supplemented by courses in information technology; and

**Experience:** Such as may have been gained through: employment in a supervisory position in a private or public agency involved in the development, management, and/or operation of a records management program.

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

Class Created: July 1, 2012