

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Construction Project Specialist

SERIES NO.:

8583

MAJOR AGENCIES:

All Agencies excluding Ohio Department of Transportation

EFFECTIVE DATE:

04/27/1997

SERIES PURPOSE:

The purpose of the construction project specialist occupation is to inspect, coordinate & monitor construction sites.

At the first full performance level, incumbents oversee project construction.

At the second full performance level, incumbents inspect construction sites.

At the third full performance level, incumbents coordinate projects.

At the fourth full performance level, incumbents plan projects or function as section chief by supervising design & testing activities.

Note: This class is restricted for employees who are not registered, professional engineers.

CLASS TITLE

Construction Project Specialist 1

CLASS NUMBER

85831

PAY RANGE

31

EFFECTIVE

04/27/1997

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of engineering in order to oversee project construction carried out by contractor to ensure compliance with state & federal regulations.

CLASS TITLE

Construction Project Specialist 2

CLASS NUMBER

85833

PAY RANGE

32

EFFECTIVE

04/27/1997

CLASS CONCEPT:

The second full performance level class works under general supervision & requires considerable knowledge of engineering in order to inspect construction sites, gather data for evaluations & ensure that project work conforms to contract specifications & state & federal regulations.

CLASS TITLE

Construction Project Specialist 3

CLASS NUMBER

85834

PAY RANGE

33

EFFECTIVE

04/27/1997

CLASS CONCEPT:

The third full performance level class works under direction & requires thorough knowledge of engineering in order to coordinate projects, act as liaison to districts for programming & scheduling purposes, implement & administer plan, projects & programs & direct subordinates engaged in planning, designing &/or construction.

CLASS TITLE

Construction Project Specialist 4

CLASS NUMBER

85835

PAY RANGE

34

EFFECTIVE

04/27/1997

CLASS CONCEPT:

The fourth full performance level class works under direction & requires thorough knowledge of engineering in order to coordinate projects, anticipate needs of state, region &/or community & monitor activities of personnel involved in planning or evaluation of plans, or function as section chief by overseeing design & test activities &/or designing, checking & reviewing designs & administer unit activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Construction Project Specialist 1	85831	13	04/27/1997	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees project construction carried out by contractors working on state construction projects to ensure compliance with state & federal regulations.

Calculates, reviews, records & generally completes all project field office work; keeps project diary, reviews plans, checks quantity calculations, checks various records & maintains files; estimates costs for contract jobs; checks estimated costs submitted by contractors; analyzes technical reports; prepares for & assists in plan reviews; administers highway construction plans, interprets contract provisions & makes decisions; fills out all related forms.

Prepares plans & drafts detail drawings; writes specifications for projects; reviews permit applications; does research (e.g., statistical, courthouse) & makes suggestions on basis of results (e.g., reading deeds, title changes to establish property lines); writes reports for technical manuals; monitors &/or assists in monitoring activities of para-professional/technical personnel performing specialized tasks; enforces equal opportunity employment standards on construction sites; keeps records & reports on all such activity; generally enforces all state requirements; aids public, local or state officials seeking information to include speaking with property owners.

MAJOR WORKER CHARACTERISTICS:

Knowledge of manpower planning*; employee training & development*; management*; supervision*; safety practices*; public relations*; office practices*; construction project inspection or engineering. Ability to understand practical field of study; use geometry, trigonometry or calculus; understand & interpret technical instructions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in any one or combination of following areas: design, drafting, cartography, materials testing &/or control, bituminous plant inspection, support surveying activities &/or other comparable engineering technical support function, of which included 1 course or 3 mos. trg. or 3 mos. exp. in shop math & 1 course or 3 mos. trg. or 3 mos. exp. in reading blueprints &/or specifications; or demonstrate proficiency. Applicants having 2 yrs. training or 2 yrs. exp. in construction project inspection which included at least 6 mos. trg. or 6 mos. exp. as lead worker, qualify; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Construction Project Specialist 2	85833	13	04/27/1997	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects construction sites, gathers data for evaluation, assures project work conforms to contract specifications & state & federal regulations, reviews & verifies plan accuracy in field, troubleshoots problems on construction projects & reviews all project records &/or consultant reports & inspects finished structures periodically, determines state of deterioration & documents & recommends action.

Establishes staffing needs for offices; monitors office staff performing specialized functions; administers contracts & acts as lead worker (i.e., provides work direction & training) over all state personnel involved in construction or other contracted projects; assists supervisor when appropriate; coordinates projects with community/bureau; acts as public relations liaison (e.g., meets property owners, local officials or utility officials); testifies in court; conducts complaint investigation.

Analyzes field data, reviews of plans, rate increase requests &/or other records; audits utilities' books or contractors' records; prepares staff reports; collates data &/or information gathered in field for analysis. recommends action; initiates change orders; reviews permit applications; writes specifications; reviews reports & prepares contract time extensions.

Designs plans or projects; reviews plans, projects &/or aids in formulation to design policy; aids in programming work & program methodology; advises superior on project status; reports to & counsels other engineers; maintains current knowledge of appropriate engineering development.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; management*; labor relations*; supervision*; safety practices*; office practices*; construction project inspection or engineering. Ability to understand a practical field of study; use trigonometry & algebra; write & understand technical instructions; establish friendly atmosphere as project coordinator.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Construction Project Specialist 1, 85831 or Construction Project Specialist 1 (Exempt), 85832 or in comparable position involving construction project inspection; or 3 yrs. trg. or 3 mos. exp. in one of following: shop math, geometry, trigonometry or calculus & 1 course or 3 mos. trg. or 3 mos. exp. in reading blueprints &/or specifications; or demonstrate proficiency; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Construction Project Specialist 3	85834	13	04/27/1997	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans or has input into planning/programming aspect of department, develops plans & time schedules to implement same, aids in departmental policy development, reviews consultant &/or district plans & proposals, assures plan feasibility & coherence to departmental specifications & reviews reports & comments on plan development, coordinates projects & acts as liaison between district & central offices to assure programming & planning schedules; provides general project liaison with consultants & directs subordinate engineers &/or technicians engaged in program design or implementation or construction project inspection.

Coordinates development of different project phases to avoid conflicts & to adhere to time schedules; represents agency at meetings & consultations.

Administers & aids in administration of unit activities; aids supervision when necessary; prepares or assists contract or engineering agreement preparation; conducts hearings; monitors field data; distributes & instructs in special equipment use; writes summary reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision*; interviewing; public relations*; office practices*; government structure*; engineering or construction project inspection. Ability to understand practical field of study; use trigonometry & geometry; edit write & understand technical instructions; cooperate with co-workers on projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Construction Project Specialist 2, 85833 or in comparable position involving construction project inspection; or 4 yrs. trg. &/or exp. in construction project inspection which included materials testing &/or control at project sites, 1 course or 3 mos. trg. or 3 mos. exp. in one of following: shop math, geometry, trigonometry, or calculus & 1 course or 3 mos. trg. or 3 mos. exp. in reading blueprints &/or specifications; or demonstrate proficiency; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Construction Project Specialist 4	85835	13	04/27/1997	34

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs personnel engaged in design & testing functions, assigns workload, reviews & approves final product, controls quality & standardization of test procedures & other factors, oversees site inspections, orients & trains new employees & conducts in-service seminars & maintains all pertinent records & reviews & authorizes requisitions & material orders;

OR

assists in developing plans, programs & policies, transmits directives & promulgates programs, coordinates special planning programs & monitors activities of personnel involved in planning or evaluations of plans.

Drafts design plans to graphically show proposed structure which may include emergency plan changes; designs &/or checks design of proposed or completed structures; reviews consultants plans; performs engineering calculations on all plans/designs for review purposes; writes specifications for projects; prepares contract plans for field use, standard design data & drawing; reviews change orders; reads, studies & prepares reports; or implements studies to generate data for planning purposes; monitors studies in progress; develops review procedures & instructs subordinates (e.g., in systems analysis, development of computer integration & other functions supportive to actual planning); provides technical assistance to officials or engineers.

Administers unit activities; implements departmental policies & guidelines on unit activity; aids districts in policy interpretation; budgets for unit activity; monitors records on inventory, sick leave, vacation, & travel; assists in policy development; advises & counsels districts, contractors, engineers, officials & other parties on matters pertinent to unit; resolves complaints from public; gives lectures & seminars on programs; or visits new installations or districts for meetings; meets with other department heads; holds conferences as necessary; maintains communications; acts as liaison between districts & central office; handles speaking engagements; writes reports on study results, progress reports on on-going projects & prepares graphs & charts for same; maintains records & files.

Conducts in-house tests & inspections; rates bridges, rigid pavement structures, portland concrete & other structures &/or materials to determine safety, maintenance needs &/or conformance to state specifications; checks temporary bridges &/or plans prepared by contractor for safety & accuracy; keeps track of pertinent research; develops & maintains computer programs; assists in research projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; office practices & procedures*; construction project inspection or engineering; management*; budgeting*; public relations; office management*; government structure*; employee training & development. Skill in use of electronic calculator*. Ability to understand practical field of study; use trigonometry or statistical analyses; understand technical manuals & instruction; write articles for technical audiences; gather & collate data; establish friendly atmosphere as supervisor or lead worker.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Construction Project Specialist 3, 85834 or in comparable position involving construction project inspection; or 5 yrs. trg. or 5 yrs. exp. in construction projects inspection which included materials testing &/or control at project sites, 1 course or 3 mos. trg. or 3 mos. exp. in one of following: shop math, geometry, trigonometry or calculus, 1 course or 3 mos. trg. or 3 mos. exp. in reading blueprints or specifications & 6 mos. trg. &/or exp. as lead worker or supervisor or in administrative capacity; or demonstrate proficiency.; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.