

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Building Construction Superintendent

SERIES NO.:

5314

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

09/16/2018

SERIES PURPOSE:

The purpose of the building construction superintendent occupation is to supervise & inspect construction, alteration & maintenance of public buildings or in the Department of Rehabilitation and Correction, oversee construction project operations & manage all maintenance & repair shops at assigned adult correctional institution/facility & supervise all maintenance staff at assigned adult correctional institution/facility or supervise at least one Building Maintenance Superintendent 2 (53134) & assigned staff.

JOB TITLE

Building Construction Superintendent

JOB CODE

53141

PAY GRADE

12

EFFECTIVE

09/16/2018

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of building construction in order to supervise & inspect construction, alteration & maintenance of public buildings or in the Department of Rehabilitation and Correction, oversee construction project operations & manage all maintenance & repair shops at assigned adult correctional institution/facility &, in addition, supervise all maintenance staff at assigned adult correctional institution/facility or supervise at least one Building Maintenance Superintendent 2 (53134) & assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Building Construction Superintendent	53141	22	09/16/2018	12

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.)

Supervises & inspects construction, alteration & maintenance of public buildings (e.g., plans energy conservation projects, budgets funds, provides technical guidance during construction & monitors project progress; oversees building construction & repairs, carpentry & related plumbing work & performs final project check; oversees proper installation of insulation, electrical work, laying of brick, pouring of concrete, installation of gutters & painting & repairing of walls & provides proper work materials) & ensures compliance with approved contract documents, requirements of plans & specifications &/or state codes & timely project completeness.

OR

In the Department of Rehabilitation and Correction, oversees construction project operations (e.g., reviews proposals & contracts, monitoring progress of vendors, receives direction from Construction, Activation, Maintenance and Sustainability (CAMS) project managers) & oversees all maintenance & repair shops at assigned adult correctional institution/facility &, in addition, supervises all maintenance staff at assigned adult correctional institution/facility or supervise at least one Building Maintenance Superintendent 2 (53134) & assigned staff.

Examines, prepares & maintains various work related documentation (e.g., maintains files regarding projects; prepares correspondence to include cost justification of planned projects; directs preparation of bills for materials; orders supplies; prepares specification requirements for materials to be bid; estimates construction requirement costs; prepares project progress reports; checks requested changes in plans & specifications, reviews cost breakdowns with architect, engineer &/or owner to ascertain availability of monies prior to submission to superiors for approval or disapproval & makes recommendations to minimize construction costs; prepares written reports indicating findings of meetings with heads of universities or other agencies reflecting recommendations for building repair, demolition or replacement). Participates in meetings for various purposes (e.g., meets with vendors to select appropriate materials; coordinates & conducts meetings & activities of architects &/or engineers, state agencies, prime contractors, manufacturer representatives &/or material suppliers such as during construction, final inspection or when special problems arise; meets with agency heads to discuss repair, demolition or replacement of buildings; attends seminars regarding code requirements or construction industry updates); performs various work related miscellaneous tasks (e.g., performs carpentry work; oversees maintenance & landscaping activities; interviews applicants for employment & makes recommendations for hire).

MAJOR WORKER CHARACTERISTICS:

Knowledge of personnel management (e.g., production & operations, managerial applications, human resources, organizational behavior, analysis & design of operating systems); supervisory principles/techniques; employee training & development; agency, state &/or federal rules, regulations, codes &/or procedures governing public building construction, alteration & maintenance*; civil engineering (e.g., principles of hydraulics structural engineering principles, construction project administrations, construction materials); budgeting. Skill in building construction, operation & maintenance procedures (e.g., electric wiring, plumbing, carpentry, heating, painting); operation of construction equipment & tools (e.g., electrical testing equipment, pumps, air handlers). Ability to define problems, collect data, establish facts & draw valid conclusions; write instructions & specifications concerning proper uses of machinery; cooperate with co-workers on group projects, establish friendly atmosphere as supervisor of work unit; interpret variety of materials or instructions (e.g., building plans, blueprints, cost breakdowns); prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in building construction & operation & maintenance procedures (e.g., wiring, plumbing, carpentry, heating); 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in personnel management (e.g., production & operations, managerial applications, human resources, organization behavior, analysis & design of operating systems); 3 courses or 9 mos. exp. in civil engineering (e.g., principles of hydraulics, structural engineering principles, construction materials, control of quality in construction systems); 3 courses or 9 mos. exp. in budgeting; 3 mos. trg. or 3 mos. exp. in operation of construction tools & equipment (e.g., electrical testing equipment, pumps, air handlers). If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to dirt, odor &/or adverse weather.