<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>CLASS NUMBER</th>
<th>PAY RANGE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Project Specialist 1</td>
<td>85831</td>
<td>31</td>
<td>04/27/1997</td>
</tr>
<tr>
<td><strong>CLASS CONCEPT:</strong></td>
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<tr>
<td>The first full performance level class works under general supervision &amp; requires considerable knowledge of engineering in order to oversee project construction carried out by contractor to ensure compliance with state &amp; federal regulations.</td>
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<tr>
<td>Construction Project Specialist 2</td>
<td>85833</td>
<td>32</td>
<td>04/27/1997</td>
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<td><strong>CLASS CONCEPT:</strong></td>
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<tr>
<td>The second full performance level class works under general supervision &amp; requires considerable knowledge of engineering in order to inspect construction sites, gather data for evaluations &amp; ensure that project work conforms to contract specifications &amp; state &amp; federal regulations.</td>
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<tr>
<td>Construction Project Specialist 3</td>
<td>85834</td>
<td>33</td>
<td>04/27/1997</td>
</tr>
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<td><strong>CLASS CONCEPT:</strong></td>
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<tr>
<td>The third full performance level class works under direction &amp; requires thorough knowledge of engineering in order to coordinate projects, act as liaison to districts for programming &amp; scheduling purposes, implement &amp; administer plan, projects &amp; programs &amp; direct subordinates engaged in planning, designing &amp;/or construction.</td>
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<tr>
<td>Construction Project Specialist 4</td>
<td>85835</td>
<td>34</td>
<td>04/27/1997</td>
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<td><strong>CLASS CONCEPT:</strong></td>
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<tr>
<td>The fourth full performance level class works under direction &amp; requires thorough knowledge of engineering in order to coordinate projects, anticipate needs of state, region &amp;/or community &amp; monitor activities of personnel involved in planning or evaluation of plans, or function as section chief by overseeing design &amp; test activities &amp;/or designing, checking &amp; reviewing designs &amp; administer unit activities.</td>
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</table>
### 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.
### 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 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.
JOBS 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.
Construction Project Specialist 4

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, orient & 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 & 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 & materials to determine safety, maintenance needs &/or conformance to state specifications; checks temporary bridges & 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.