

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Buildings Construction Manager

Class Code: 040894
Pay Grade: GJ

A. Purpose:

Administers construction contracts to ensure that plans and specifications comply with generally accepted construction management principles and practices, projects are built accordingly, and contracts are implemented and finalized as intended and to the benefit of the state.

B. Distinguishing Feature:

Buildings Construction Managers ensure that department facilities, services, and installations are compliant with current codes and guidelines and meet public needs safely and efficiently. Buildings Engineer Assistants prepare detailed plans and specifications for bid advertisements, survey construction sites, and inspect construction projects.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Reviews consultants' engineering drawings and presentation documents for constructibility and feasibility.
 - a. Organizes and monitors the progress of an internal review of plans and specifications.
 - b. Reviews site work, foundation design, structural integrity of proposed building components, plumbing design, HVAC design, electrical design, etc.
 - c. Verifies acceptability of designs for operations, procedures, systems, and life safety.
 - d. Confirms inclusion of requirements for peripheral groups, e.g., telephone, computer, etc.
 - e. Outlines permitting requirements.
 - f. Develops project cost estimates.
 - g. Refines schedules and determines bidding dates.
2. Performs administrative tasks associated with contracts to ensure all stakeholders are informed of project parameters and know their own obligations.
 - a. Organizes bid letting, bid evaluation, and awarding of contracts.
 - b. Notifies contractors to begin work.
 - c. Monitors project activities for compliance with plans and specifications.
 - d. Works with contractors to address problems, incorporate contract changes, and achieve contract objectives.
 - e. Monitors contract completion through measurement of completed work; and approves final products and services.
 - f. Verifies accuracy of invoices and approves payments.
 - g. Closes contracts including final payment and documents.
3. Oversees and performs preliminary technical engineering to determine building projects' scope of work.
 - a. Verifies the state's ownership of property involved.
 - b. Designs and drafts basic plans and specifications during preconstruction and construction, including purchases of equipment and materials.

- c. Oversees consultants who perform on-site soil testing, acquire foundation design information, collect percolation data for drain field locations, etc.
 - i. inspects work for compliance with approved building plans and specifications.
 - ii. brings discrepancies to the immediate attention of the consultant.
 - d. Reviews reports on tests to ensure they are timely and within acceptable percentages.
4. Provides assistance and expertise in a technical specialty by interpreting laws and rules applicable to the specialty to ensure colleagues, managers, and other involved parties understand and implement them appropriately.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Engineering Supervisor or Program Manager. Does not supervise.

E. Challenges and Problems:

Challenged to inspect construction processes as they are being implemented to ensure compliance with approved plans and specifications. This is a challenge because it requires the ability to visualize what was on paper in the plans and specifications as an actual project being put on the ground; and it also requires the ability to determine whether adjustments may be made at the project site without compromising the final product. Further challenged to review design work done by consultants and foresee potential problems that may become costly change orders.

Problems resolved include compiling effective project cost estimates with minimal information; scheduling inspections to gather the most information effectively; anticipating extensive red tape when filing permits.

F. Decision-making Authority:

Decisions include interpretation of plans and specifications; scope and size, materials to be used, etc.; approval of construction change orders, contract payments, and assessments of liquidated damages; which testing standards will be used for different materials being tested, and whether consultants' work is acceptable; which permits will be required and the content of the permit applications; recommendations for design changes.

Decisions referred include resolution of contract disputes; interpretation of laws; work assignments.

G. Contact with Others:

Daily contact with contractors and consultants regarding proposed and ongoing projects; with material suppliers regarding available materials, tests, pricing, and trucking services; with engineering firms to provide on-site testing services; with environmental specialists to provide project clearances; and with department staff and managers to discuss projects that will affect them and get their input.

H. Working Conditions:

Works in a typical office environment, and in the field while monitoring contractors' and consultants' activities.

I. Knowledge, Skills and Abilities:

Knowledge of:

- construction management, e.g., construction sequencing, cost estimating, change orders, etc.;
- basic engineering principles and practices;
- technical engineering practices and procedures, e.g., testing, inspection, drafting, surveying;
- bid-letting processes;
- permitting processes.

Ability to:

- review basic and technical engineering designs and applications and make recommendations for corrective actions;
- independently administer all aspects of construction projects, including budget;
- gather and analyze data for input into plans;
- interpret and apply engineering knowledge, regulations and standards;
- conduct complex inspections;
- develop specifications that define plan requirements;
- use computer systems proficiently.