



DFA – CONSTRUCTION PROJECT ADMINISTRATOR

CHARACTERISTICS OF WORK:

This position involves the management of construction of new buildings and the renovation of old buildings for State Institutions and Agencies to ensure compliance with contractual agreements, state laws, and Bureau of Building, Grounds, and Real Property Management Policies and Procedures. The incumbent issues Notices to Proceed and holds pre-construction conferences with the contractor, professionals, and the using agency to review policy, procedures, and construction time frame. The incumbent also reviews projects at least monthly to determine progress, requirements/validity of proposed change orders, and meets with the using agency. Other duties include processing monthly progress payments, completing final inspections for acceptance by the State, and closing projects when all requirements have been met. The incumbent serves as a liaison between the using agency and the professionals and contractors to ensure the timely completion of a quality building, meeting the functional needs of the using agency. The employee must have a general knowledge of State laws and Bureau policies and procedures relating to construction. The incumbent receives general supervision from the Assistant Director, Bureau of Building, Grounds, and Real Property Management and guidance from a Bureau Staff Architect in matters relating to design changes. Supervision may be exercised over a clerical employee.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years of experience in commercial construction.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Ten (10) years of experience related to the described duties, six (6) years of which must have been in commercial construction.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Participates in the inspection of projects through all stages of development.
2. Acts as a liaison among the using agency, professionals, and the Bureau of Building, Grounds, and Real Property Management.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Inspects proposed building sites to review locations and physical aspects of sites prior to initiation of construction.

Oversees professionals to ensure conformance of all construction components to meet building code standards and to ensure compliance with approved plans and specifications.

Reviews and approves all pay requests to ensure that expenditure of funds within the contractual agreements are in compliance with state law.

Conducts owner's final inspection with assistance of the professionals to determine contract compliance of the construction project.

Reinspects projects prior to expiration of contractors' warranties to ensure that needed repairs are completed prior to expiration of warranties.

Attends monthly progress meetings to ensure all parties are proceeding in a timely manner per contractual agreement.

Attempts to resolve any problems among the using agency, professionals, and contractor.

Prepares field reports of activities for submission to the Bureau Staff Architect and the Assistant Director.

Makes recommendations for approval or disapproval of proposed contract changes to Bureau Staff Architect and Assistant Director.

Participates in construction litigation when projects are challenged.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.