

FACILITIES CONSTRUCTION SPECIALIST

DEFINITION

Under general supervision, performs specialized administrative and operational work related to the remodeling, improvement, construction and maintenance of City-owned or leased buildings and facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Facilities Manager or designee. Provides no supervision.

DISTINGUISHING CHARACTERISTICS

Facilities Construction Specialist is a single position class in the Facilities Management Division of the Public Works Department. The incumbent estimates costs, allocates labor and materials, schedules work, monitors progress, and administers contracts related to the remodeling, construction, improvement and maintenance of City-owned or leased buildings and facilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Estimates costs for labor and materials for special and capital improvement projects involving the remodeling and construction of City-owned or leased buildings and facilities.

Plans the allocation and schedules the work of various crafts employees and contractors involved in remodeling, construction, and maintenance projects.

Monitors the progress of remodeling, improvement and construction projects.

Assists user departments in developing plans and specifications for construction and remodeling projects.

Provides recommendations to user clients for solutions to requested building remodeling and operational modifications.

Administers contracts for remodeling, improvement, and construction of City-owned and leased buildings, including preparing change orders, monitoring costs, inspecting work and resolving conflicts between the City and the contractor.

Administers contracts with various vendors who provide crafts services, materials, and equipment to the City as requested.

Prepares bid specifications for remodeling, construction, and maintenance services.

Provides lead direction and support to technical staff.

Develops and maintains manual and computerized data information systems, utilizing available software, for monitoring the status of remodeling, construction and maintenance projects for City-owned and leased buildings and facilities.

Maintains files of architectural and "as-built" drawings of City-owned and leased buildings and facilities, revises as appropriate.

Monitors project expenses, budgeting, funding, and reimbursement of construction costs and services performed.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Building construction methods, materials and scheduling.

Building cost estimating procedures.

Computer programs which perform cost accounting, plan drawing, and project management functions.

General procurement procedures for construction and maintenance projects.

Skills to:

Operate office equipment, a computer and a variety of word processing and software applications.

Ability to:

Prepare work specifications, simple architectural drawings, and accurate cost estimates for materials and labor for potential construction and remodeling work.

Draw or sketch simple construction plans for craft employees, or contractors to follow the field construction activities.

Reference municipal building, plumbing, electrical, and handicapped barriers codes and ordinances.

Reference laws, codes, and ordinances that pertain to construction contracts.

Maintain records and prepare reports and correspondence.

Read and interpret plans, specifications, blueprints, maps, and related documents.

Inspect differing types of construction work.

Make clear oral presentations.

Prepare or obtain and submit documents required for building permits.

Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATION

Experience:

Three years of construction trades experience which included, or is supplemented by, one year of full time experience administering construction contracts, inspecting construction, or planning and scheduling for, or estimating costs of, construction or remodeling projects.

AND

Education:

Completion of 30 semester units of accredited college or university course work in building technology, civil engineering, architecture, drafting, or closely related field.

Substitution:

One additional year of qualifying experience may be substituted for the required education.

Necessary Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

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