

BUILDING CONSTRUCTION SPECIALIST - 285

DEFINITION OF WORK

Under regular supervision, performs responsible technical work as a site representative and liaison for the architects and engineers; does related work as required.

EXAMPLES OF WORK

Records daily the manpower and work performed by each contractor; receives problems and discrepancies on blueprints from the contractors and presents them to the architect for direction and clarification; reads and interprets blueprints and specifications to insure that the facility is being fabricated in accordance to the contract documents; informs the respective trade verbally or in writing if the work is not in accordance with the specifications and/or blueprints; expedites projects by assisting with the coordination of the prime contractors and City forces; attends and participates in progress meetings; schedules meetings; writes weekly reports summarizing work accomplished by each contractor and distributes to the municipal engineer; assists the architect in reviewing change order requests.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in architectural engineering or associated engineering field and considerable experience in the construction field.

Knowledge, Skills and Abilities: Considerable knowledge in the construction field; ability to understand the sequence of constructing a facility and the terminology used; ability to establish and maintain effective working relationships with others; ability to read and interpret blueprints and specifications; ability to summarize work in progress; ability to express technical ideas effectively orally and in writing.

