

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**BUILDING CONSTRUCTION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists, with responsibility for a building construction program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title - Building Construction Spl 2**

**Building Construction Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title - Building Construction Spl 3**

**Building Construction Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

**NOTE:** There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedure development.

Participates in budget development.

Represents the official at meetings.

#### Specialist:

Performs, within the specific program, field inspections of building projects under construction to determine compliance with plans, specifications, construction contracts, architectural contracts, and all other contract documents. Monitors construction to make sure that work is being completed according to schedule; recommends action, as necessary, to bring about adherence to schedule.

Recommends and formulates procedures, policies and guidelines for assigned program.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the program.

Serves as a technical consultant and liaison with industry and governmental agencies.

Negotiates proposed change orders with contractors, sponsors, mortgagors, architects, and/or professional service contractors; investigates documentation on these change orders and recommends action on same.

Supervises and controls or reviews and approves disbursement of contract monies.

Verifies that work for which payment is requested has been satisfactorily completed.

Conducts meetings with, and arbitrates between, contractors, architects, owners, attorneys, and governmental agencies concerning contract requirements, job conditions, progress, workmanship, disputes, allocation of funds, and other problems.

Reviews plans, specifications, construction cost data, and other contract documents to identify and point out errors, omissions, code violations, and design inadequacies.

Supervises and recommends acceptance of buildings for occupancy.

Inspects building projects to determine the latent defects and assures their completion during the warranty period.

Researches and advises on changes in methods and materials for incorporation into future construction plans of the specific programs.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

#### **JOB QUALIFICATIONS**

## **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the reporting methods and techniques.

Knowledge of standards of quality in building construction, alteration and repair.

Knowledge of safety precautions in the work.

Knowledge of the building trades.

Knowledge of building construction processes and procedures, equipment, tools and materials.

Knowledge of contracting procedures.

Knowledge of construction codes, laws and contract documents.

Ability to determine by inspection and specifications if requirements are met.

Ability to conduct group meetings and to reconcile conflicting views.

Ability to read and interpret blueprints and specifications.

Ability to oversee building construction projects.

Ability to make cost studies and estimates.

Ability to maintain standards of quality.

Ability to evaluate construction and/or design problems and recommend solutions.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

## **Working Conditions**

Some jobs require an employee to work on high structures.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs require travel.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility which may require direct contact with patients and prisoners.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to inclement weather conditions.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to climb ladders.

### **Education**

Possession of a bachelor's degree in architecture, engineering, or building construction.

### **Experience**

#### **Building Construction Specialist 13**

Four years of professional experience equivalent to a Building Construction Project Superintendent, including two years equivalent to a Building Construction Project Superintendent P11 or one year equivalent to a Building Construction Project Superintendent 12.

#### **Building Construction Specialist 14**

Five years of professional experience equivalent to a Building Construction Project Superintendent, including three years equivalent to a Building Construction Project Superintendent P11, two years equivalent to a Building Construction Project Superintendent 12, or one year equivalent to a Building Construction Specialist 13.

### **Alternate Education and Experience**

#### **Building Construction Specialist 13 - 14**

For all levels, four years of professional experience as a superintendent or foreman in the building construction trades, or experience equivalent to building construction inspection, planning, or design may be substituted for the education requirement.

### **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

BLDCONSPL

### **Job Code Description**

BUILDING CONSTRUCTION SPECIALIST

### **Position Title**

Building Construction Spl 2

Building Construction Spl 3

### **Position Code**

BLDSPL2

BLDSPL3

### **Pay Schedule**

H21-016

H21-018

SA

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