

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BUILDING CONSTRUCTION MANAGER

JOB DESCRIPTION

Employees in this job are responsible for planning and directing the work of professional building construction activities related to construction management and contract administration activities. The employee works under general supervision, within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of civilian and military building construction, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Building Construction Mgr-3

Building Construction Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Building Construction Mgr-4

Building Construction Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs field inspections of new construction and remodeling projects to determine compliance with approved plans, specifications, and other contract documents.

Consults with project sponsors and architects on the development of building and remodeling plans and costs.

Meets with developers, architects, and contractors to assess quality, progress, and overall performance.

Directs analysis of proposed building materials and methods of construction for acceptability based on suitability, durability, and cost of maintenance for various types of development.

Gathers and reviews data relating proposed construction sites; analyzes adequacy of sites, availability of utilities, roads, and problems that might be encountered in construction.

Inputs project status and scheduling information into project report database.

Approves or disapproves new construction and remodeling project requests.

Develops and maintains comparable cost data of construction in various locations.

Reviews periodic progress reports on facilities under construction.

Adapts construction codes and regulations to request variances on projects.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the standards, codes, and regulations pertaining to the construction and maintenance of structures and facilities.

Thorough knowledge of building construction processes and procedures, equipment, tools, materials, and their applications.

Thorough knowledge of standards of a finished product in building construction, alteration, and repair.

Thorough knowledge of the building trades.

Thorough knowledge of specifications and blueprints.

Thorough knowledge of military, state, and national building codes and regulations.

Thorough knowledge of building construction safety precautions.

Some knowledge of contract documents and the bid process.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity policies and practices.

Some knowledge of labor relations.

Ability to instruct, direct, and evaluate employees.

Ability to organize and set priorities for work assignments, to assign and explain them to subordinates.

Ability to read and interpret construction blueprints, plans, drawings, and specifications.

Ability to determine compliance of structures with specifications.

Ability to make cost studies and estimates.

Ability to work cooperatively with state and local officials.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work on high structures.

Some jobs require travel.

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

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Physical Requirements

None

Education

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

Experience

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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; or, five years of experience as a superintendent or foreman in the building construction trades, or experience of equivalent responsibility in building construction inspection, planning, or design.

Alternate Education and Experience

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For all levels, educational level typically acquired through completion of high school and nine years of experience as a superintendent or foreman in the building construction trades, or equivalent experience in building construction inspection, planning, or design may be substituted for the education and experience requirements.

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

BLDCONMGR

Job Code Description

BUILDING CONSTRUCTION MANAGER

Position Title

Building Construction Mgr-3

Position Code

BLDGMGR3

Pay Schedule

NERE-117

Building Construction Mgr-4

BUICMGR4

NERE-118

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