

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BUILDING CONSTRUCTION PROJECT SUPERINTENDENT

JOB DESCRIPTION

Employees in this job function as professional building construction project superintendents, completing or overseeing a variety of assignments related to the construction, remodeling and maintenance of buildings and facilities.

There are four classifications in this job.

Position Code Title – Building Construction Project Superintendent-E

Building Construction Project Superintendent 9

This is the entry level. As a trainee, the employee carries out a range of professional building construction project superintendent assignments while learning the methods of the work.

Building Construction Project Superintendent 10

This is the intermediate level. The employee performs an expanding range of professional building construction project superintendent assignments in a developing capacity.

Building Construction Project Superintendent P11

This is the experienced level. The employee performs a full range of professional building construction project superintendent assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Building Construction Project Superintendent-A

Building Construction Project Superintendent 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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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.

Makes field inspections of building projects under construction to determine compliance with plans, specifications, applicable codes, and appropriate construction practice.

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

Monitors construction to make sure that work is being completed according to schedule; recommends action, as necessary, to bring about adherence to schedule.

Reviews and approves the contractor pay request by verifying that the work for which payment is being requested has been satisfactorily completed.

Verifies that all necessary inspections, approvals, and certifications by appropriate agencies have been completed.

Attends meetings with parties to the contract concerning contract requirements, job conditions, progress, work quality, disputes, allocation of funds, and other problems.

Researches and advises on changes in methods and material for incorporation into future construction project plans.

Investigates documentation on change orders and recommends action on them.

Maintains records and prepares reports and correspondence related to the work.

Consult and assist architects, engineers, owners, and state and federal agencies in the enforcement and interpretation of fire safety rules and regulations as they apply in design, construction, and operation of regulated facilities.

Performs related work as assigned.

Additional Job Duties

Building Construction Project Supt. 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Building Construction Project Supt. 12 (Senior Worker)

Performs on a regular basis professional building construction project superintendent assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of building construction.

Knowledge of the building trades.

Knowledge of specifications and blueprints.

Knowledge of safety precautions in the work place.

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

Knowledge of contracting procedures.

Knowledge of construction codes, laws, and contract documents.

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

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

Ability to conduct group meetings and to reconcile conflicting views.

Ability to work from ladders, scaffolds, and hydraulic towers; or in tunnels and crawl spaces.

Ability to work under extreme hot or cold weather conditions with extreme dust or dirt.

Ability to read and interpret blueprints and specifications.

Ability to maintain standards of work quality.

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

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to oversee building construction projects.

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

Ability to make cost studies and estimates.

Additional Knowledge, Skills, and Abilities

Building Construction Project Superintendent 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Typical assignments frequently require that work be completed outdoors in a variety of weather conditions.

Exposure to dirt, dust, and asbestos materials is routine and may require the use of protective clothing and respirators.

Some jobs require an employee to work on high structures such as ladders and scaffolds.

Some jobs require an employee to be exposed to hazardous work environments.

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

Some jobs require travel.

Some jobs require direct contact with prisoners.

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

Physical Requirements

Employees are required to bend and reach for extended periods and/or in confined spaces.

The job duties require an employee to climb ladders.

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

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

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Experience

Building Construction Project Superintendent 9

No specific type or amount is required.

Building Construction Project Superintendent 10

One year of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities equivalent to a Building Construction Project Superintendent 9.

Building Construction Project Superintendent P11

Two years of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities, including one year equivalent to a Building Construction Project Superintendent 10.

Building Construction Project Superintendent 12

Three years of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities, including one year equivalent to a Building Construction Project Superintendent P11.

Alternate Education and Experience

For all levels, four 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 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

BLDCONSPT

Job Code Description

Building Construction Project Superintendent

Position Title

Building Construction Project Superintendent-E
Building Construction Project Superintendent-A

Position Code

BLDCNSPE
BLDCNSPA

Pay Schedule

H21-004
H21-013