

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34581</b>
<b>Job Class Code:</b>	<b>170</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>07</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>04/26/88</b>	<b>Effective Date:</b>	<b>04/26/88</b>
<b>Job Code Revised:</b>	<b>01/17/97</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Correctional Constructions Series

**JOB CODE TITLE:** CONSTRUCTION SPECIALIST I

**HRIS TITLE:** CONST SPCT I

**CHARACTERISTICS OF THE CLASS:** Works under direction of an on-site ADOA Facilities Administrator. Has the authority to assign and train workers; inspect and recommend whether work is/is not in conformance with governing Federal and State laws and National and local building codes. Oversees the work of various on-site work crews performing a variety of tasks involved in initial construction projects; maintenance or repair of construction equipment/tools; or, conducting inspections of construction sites and/or activities. Prepares and submits periodic reports of progress and completion. Supervises and trains work crews and/or inmates as required; and, assures work conforms to applicable building codes. Work product consists of completed construction projects; local and National building codes and Federal and State safety rules complied with; equipment/tools maintained; reports prepared and submitted; work crew and/or inmates trained. Responsible for timely, quality and effective work; effective use of labor and materials; proper and accurate interpretation of diagrams and related problems; supervising work crews and/or inmates; safety hazards corrected.

**EXAMPLES OF DUTIES:** Devises work assignments including priorities for workers on a periodic basis. Inspects work areas to determine any problems or hazards to work functions; takes appropriate action to resolve. Determines materials required; examines materials available, including alternatives; calculates costs and priorities for new materials. Resolves problems and questions regarding work methods and processes. Inspects work in progress or completed, by on site inspections; prepares reports of findings to include recommendations. Supervises and instructs workers carrying out a variety of tasks. Maintains a record of material used, equipment, man-hours expended, vehicle mileage and other information as required, for projects. Compares data from several sources to assure accuracy of technical specifications or rules, judgment and considerable knowledge of the materials. Confers with superior concerning work and projects; gives information and advice; receives instruction and guidance. Attends staff meetings; gives and receives information, participates in discussion, problem resolution and decision-making. Gathers, compiles, analyzes and prepares periodic reports, including recommendations, regarding efficiency of construction methods and procedures. May prepare evaluations on inmate workers. Performs related work as required.

**WORK CONDITIONS:** Hazards associated with construction, equipment and powered and non-powered tools and the supervision of inmate crews. Extremes in climate conditions can be encountered while performing work. Travel maybe required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** construction trades and practices and governing Federal/State safety rules and regulations; national and local building codes; Federal and State laws, regulations and policies governing work of inmates; diagrams/schematics (construction/mechanical); powered/non-powered equipment and tools used in construction; methods and techniques of supervision, work scheduling and office practices.

**Skill/Ability to:** applying and interpreting Federal and State laws and National/local building codes pertaining to construction projects; applying methods and techniques of construction trades and practices in determining if work is in compliance with National and local building codes; applying and interpreting Federal and State laws and policies governing work of inmates; reading, interpreting and applying blueprints and diagrams (constructional/mechanical); using and training in use of powered and non-powered equipment/tools; applying methods and techniques of supervision, work scheduling and office practices; oral and written communications; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** One year of on-site supervisory experience in constructing and renovating major (commercial) facilities (other than single family dwellings). Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.