

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV75517
Job Class Code:	170	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9015		

Job Code Established:	01/16/70	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: General Engineering and Architecture Series

JOB CODE TITLE: BUILDING PLANS COORDINATOR I

HRIS TITLE: BLDG PLANS COORD I

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for coordinating departmental building projects with architects, contractors and the State Planning Division; assists in the examination and approval of plans and specifications for construction, alteration and repair of buildings and appurtenances; and performs related work as required.

EXAMPLES OF DUTIES: Supervises and participates in the review and examination of plans and specifications for departmental buildings; and associated appurtenances; makes inspections of existing structures to determine their structural soundness; recommends changes where required to correct defects and provide efficient operations; recommends cost beneficial materials and methods of construction; is responsible for maintaining projects within time and budgetary restraints; prepares preliminary architectural, engineering and construction contracts; assures compliance with Federal, State and local regulations relating to departmental facilities; supervises facility engineers and provides technical assistance; is responsible for implementation of Safety and Loss and Preventative Maintenance programs; assists in budget preparation; prepares reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: all types of building construction, materials and methods and of the stages of construction when possible violations and defects may be most easily observed and corrected; uniform building codes and of electrical, plumbing, mechanical and related codes; the laws and ordinances regulating building construction.

Skill/Ability to: read and interpret plans and specifications and to compare them with construction in progress; making the engineering and mathematical calculations necessary for the adequate checking of plans and specifications; establish effective working relationships with various individuals contacted in the course of the work; speak and write effectively.

SPECIAL SELECTION FACTORS: Bachelor's degree with a major in civil, architectural, mechanical, structural or related engineering from an accredited college or university and two years of experience in reviewing building plans and specifications, inspecting work in progress for plan compliance and/or building cost estimating. Additional experience as described may substitute for the Bachelor's degree on a month-for-month basis.
Some positions may require a Bachelor's degree for requisite signatory authorization.