

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV75519</b>
<b>Job Class Code:</b>	<b>170</b>	<b>Salary Schedule:</b>	<b>ASRRCONST</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>05/01/80</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** General Engineering and Architecture Series

**JOB CODE TITLE:** BUILDING CONSTRUCTION SPECIALIST

**HRIS TITLE:** BLDG CONST SPCT

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs work of considerable difficulty in planning, designing, and costing interior renovations of real property facilities; consults with architects and engineers on interior design of new construction; and performs related work as required.

This is a one position class responsible for evaluating space needs and interior design of State facilities. It is distinguished from related classes in the professional Engineering and Architecture Series by its emphasis on the interior design and renovation of real property facilities.

**EXAMPLES OF DUTIES:** Confers with State agency representatives to determine office and facilities requirements; analyzes information to determine construction and renovation needs; prepares plans, sketches, specifications, and cost estimates for needed work; recommends either to contract out or to use in-house construction crews; drafts contract documents when necessary; coordinates the activities of architects, engineers, contractors, and user agency personnel during construction; inspects construction for compliance with contract, building codes, safety codes, and material quality; recommends and approves construction change orders; recommends final acceptance of completed projects; establishes and maintains plans for State government real property facilities needs; maintains construction document files; consults with architects, engineers, and contract personnel to resolve interior design problems of new facility construction; reviews rental agreement documents to ensure accuracy and appropriateness.

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

**Knowledge of:** construction methods, trade practices and materials and equipment used in new construction and remodeling; principles of building renovation cost estimating; building codes, safety regulations, and energy conservation.

**Ability to:** analyze construction problems and prepare engineered solutions; plan, organize and coordinate building construction and remodeling; prepare building cost estimates and write materials and construction specification.

**Skill in** preparing detailed plans for building construction.

**SPECIAL SELECTION FACTORS:** Bachelor's degree from an accredited college or university in design, architecture or engineering and three years of experience in designing and costing renovations of multiple-use buildings.