

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV97461
Job Class Code:	170	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	9015		

Job Code Established:	05/01/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Facilities Management Series

JOB CODE TITLE: FACILITIES MANAGEMENT ENGINEER SUPERVISOR

HRIS TITLE: FAC MGT ENGR SPV

WORK DESCRIPTION: Manages and directs the activities of the staff assigned to the Facilities Construction and Planning Office; acts as Assistant Manager of the work unit; independently reviews and approves the construction and remodeling plans and specifications for State buildings; monitors construction projects and approves requested payments and change orders; maintains complete, accurate inventory of all State-owned buildings; makes annual recommendations for building construction and improvement projects.

WORK ACTIVITIES: Devises a schedule of work or itinerary, agenda or timetable for subordinates on a daily or weekly basis, within a work unit.

Resolves problems and questions presented by subordinate workers regarding work methods and processes.

Directs, instructs, explains and counsels subordinate workers; evaluates work and formulates plans for improvement.

Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.

Inspects and examines engineering project records, field notes, computations and other documentation to assure that methods of measurement and bases for payment are in accordance with projected trends, specifications, special projects and extra work orders.

Estimates costs of future construction projects in the planning phase, based on calculations from available data.

Confers with architects and construction engineers regarding construction design and plans, and their conformance to standards, specifications or legal requirements.

Reviews construction plans and verifies that these are in accordance with designated specifications and other requirements.

Examines architectural plans for construction of state facilities, and evaluates to determine whether applicable standards will be met.

Confers with personnel of other agencies in order to plan and carry out joint actions or activities to achieve work system objectives.

Reviews, monitors and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available. Reports problems to administrator or department head.

Plans and directs the annual state building inspection program; makes recommendations for building improvements based on inspection findings.

Prepares and maintains computerized inventory of state buildings; updates records as needed.

WORK CONDITIONS: Occasional daily and/or overnight travel.

SUPERVISION: Works under the direction of the Assistant Director and exercises considerable independent judgment within established program parameters.

WORK RESULTS/PRODUCTS: Completed review and approval of project plans, specifications, contracts, payment requests and change orders for facilities construction; construction projects completed in accordance with agency plans and specifications.

RESPONSIBILITY: Scheduling and assigning work for subordinate staff; timely and accurate completion of all assigned projects; ensures that all projects are designed and constructed in accordance with agency standards.

AUTHORITY: Approve or disapprove project plans, requests for payment, change orders and contract documents; approve or disapprove work projects completed by subordinate staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the principles and practices of civil engineering, as applied to the design and construction of building structures; Federal and State statutes and agency standards, policies, and procedures applicable to the area of assignment; currently accepted cost analysis and projection methods, procedures and techniques; currently accepted contract administration methods and procedures.

Skill/Ability to: work management and work leadership; the interpretation of applicable building codes, standards, plans and specifications; analyzing and evaluating a wide variety of highly technical data, including project plans, change orders, specifications and contract documents; interpersonal relations, as applied to contacts with contractors, architects, representatives of other governmental agencies and other agency staff; oral and written communication.

SPECIAL SELECTION FACTORS: Bachelor of Science degree in civil engineering or a closely related field and four years of experience in architectural design review, project planning or construction project management.

Registration as a professional engineer with the State of Arizona or proof of eligibility for reciprocity is required at the time of appointment to this class.