



CLASS SPECIFICATION FOR:

Constructability Specialist I

General Statement of Duties:

Monitors and inspects the construction for all phases of assigned construction projects to ensure the completion of projects in compliance with all contract specifications and applicable local, state and federal laws; may review plans, permits and contracts; evaluates construction materials for suitability; does related work as required.

Distinguishing Features of Class:

Incumbent is responsible for reviewing, evaluating and may approve construction plans for constructability, accuracy, completeness, cost effectiveness and compliance with specifications, standards, County policies/procedures, proper construction techniques and acceptable engineering practices; monitors and inspects all phases of construction in the public right-of-way on more routine, less complex, DPW road, bridge, drainage and maintenance projects, subdivisions, plan of developments and permits; assists the testing lab staff responsible for testing and evaluating soils and materials used in the construction of County infrastructure and performs project related materials testing as needed. Provides policy interpretation and technical assistance on construction project issues for County agencies, the County Board, residents, developers, contractors and other stakeholders involved in the projects. Requires excellent organization and interpersonal skills with the ability to multi task effectively, manage multiple projects simultaneously, track and manage project records and documentation, and work with diverse array of internal and external stakeholders to resolve issues and complete projects according to specifications and within approved budgets. Refers unusual issues and situations to supervisor. Work is performed under general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Review plans, permits and contract documents for constructability, accuracy, completeness, cost effectiveness and compliance with specifications, standards, County policies / procedures, proper construction techniques and acceptable engineering practices;
- Monitors and inspects all phases of construction in the public right-of-way on DPW road, bridge, drainage and maintenance projects, subdivisions, plan of developments and permits to ensure compliance with contract documents, plans, specifications, standards, County policies and procedures;
- Reviews and evaluates construction plans, makes comments and recommendations as needed;
- May assist the County's testing lab and staff responsible for testing and evaluating soils, stone, asphalt, concrete and other materials used in the construction of County infrastructure;
- Evaluates construction materials, analyzes pavement designs and determines required adjustments to pavement structures based on material tests, includes performing the testing as needed;
- Provides policy interpretation and technical assistance on construction projects and related issues for County agencies and staff, residents, developers, contractors and other stakeholders involved in land-disturbing activities;
- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, developers, contractors, engineers and other stakeholders regarding project related concerns and activities;
- Identifies and negotiates appropriate and cost-effective resolutions of complex construction issues with developers, contractors and other stakeholders;
- Maintains current knowledge of industry best practices, methods, techniques, equipment, etc.;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Basic technical knowledge of the heavy construction methods and techniques of roads, drainage and other projects; basic knowledge drainage, storm water management, and erosion control principles and practices, as applied to the construction of roads and other County infrastructure projects; basic knowledge of common methods and equipment used in engineering, construction and of inspection methods used in reviewing such work; basic knowledge of the principles and practices, including related complex calculations and formulas, of civil



CLASS SPECIFICATION FOR:

Constructability Specialist I

Required Knowledge, Skills and Abilities continued:

engineering; basic knowledge in heavy construction used in civil engineering and the safety of the traveling public; ability to review construction documents, designs and proposals for costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; sound working knowledge of soils, concrete, asphalt, and stone and their various uses in heavy construction as required by the county standards and specifications; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve issues and ensure ongoing compliance with applicable local, state and federal laws; ability to accurately and consistently interpret and apply complex laws, regulations and policies; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners, regulatory agencies' personnel, and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of data and produce easily understood reports and other materials; accounting or other financial skills with sufficient ability to monitor and manage expenditures in accordance with County Finance policies and within an approved budget; good knowledge of personal computers and/or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County. Requires ability to work a flexible schedule.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field; may prefer an engineering degree from a college or university accredited by the Accreditation Board of Engineering and Technologies;

Experience: Some previous relevant professional experience with construction projects;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.