

CONSTRUCTION PROJECT ASSISTANT P.T.

Code No: 3-18-280
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: As a representative of a school district, this position is responsible for overseeing and inspecting construction projects in process to ensure terms of the contract agreement are adhered to. Duties involve participating in contract award and pre-construction meetings, regular meetings with trade supervisors, architects, engineers, contractors and others to facilitate the project according to contract terms. General supervision is received from an engineer with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Assists in new construction by participating in meetings for contract awarding and pre-construction planning;

Inspects progress of work on construction projects regularly to ensure that, specifications, codes, and regulations are adhered to;

Supervises quality control of materials used in new construction;

Reviews and approves for payment, bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms;

Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the contract;

Makes recommendations on time extension requests, assessment of liquidated damages, and reviews color schemes submitted by contract architects;

Investigates problems involving property adjoining school construction project sites;

Investigates street utility improvements adjoining school property;

Maintains records and prepares periodic reports;

Meets regularly with supervisors for each trade, keeps log of work being done and time spent;

Meets regularly with facilities engineer, school architect and engineer to present progress reports during construction;

Acts as liaison between contractors and building personnel, making sure that trades do not conflict with each other or operation of school building during construction;

Works with school district grounds and maintenance crews to discuss work required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices, materials, techniques and equipment of the construction trades such as heating and air conditioning, plumbing, electrical, paving and drainage; working knowledge of state and local rules, regulations and codes governing building construction and zoning; ability to act as liaison between the school district and the general contractor or other construction personnel to ensure terms of the contract are adhered to; ability to inspect materials and construction in process to ascertain whether the terms of the contract are being met; ability to read and interpret working plans, drawings and specifications; ability to keep statistical records; ability to review and approve vouchers submitted for payment; ability to establish effective relationships with contractors, engineers, architects and school district personnel; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus:

- (A) Five (5) years of paid full-time or its part-time equivalent experience in one of the building trades, two (2) years of which shall have been as a Foreman, Contractor or similar position; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Associates degree in civil technology, construction technology or related field, plus three (3) years of paid full-time or its part-time equivalent experience in one of the building trades, two (2) years of which shall have been as a Foreman, Contractor or similar position; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or related field plus one (1) year paid full-time or its part-time equivalent experience in one of the building trades as a Foreman, Contractor or similar position; OR
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 25, 1988