

## The Maryland-National Capital Park and Planning Commission

TITLE: Senior Construction Representative      GRADE: 22      DATE: 1/12/2017  
SERIES: Design & Construction      CODE: 3141      EEO: Technicians      FLSA: Nonexempt

### Class Definition:

Under direction, represents the Commission and protects its interests in construction projects on its land by reviewing and commenting on plans for the Commission, issuing permits, monitoring and reporting on construction progress. In plan review and inspection, reviews plans (for errors, omissions, constructability) and inspects Commission construction projects on Commission land by contractors, or in-house crews (at times), to help ensure compliance with design, contract documents, plans, specifications and other contract requirements and thereby support the Commission's project manager. Projects are mainly medium to large capital improvements or major repairs-renovations-rehabilitations, each with complicating factors. Monitors and inspects projects in progress for quantities, qualities, substitutions, staffing, workmanship, reviews invoices for hours, quantities, and submits progress reports; as assigned. Monitors contractor's compliance with project schedule. Provides guidance and training to lower grade employees. Work has important impact on project compliance and acceptability. Applies wide-ranging knowledge of construction management and building methods and techniques in general practice along with wide-ranging knowledge of building or paving materials and construction codes to review and comment on plans and monitor, inspect and report on construction project progress. Independently performs various types of analyses and solves conventional, non-standard and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with these parameters, established policies/procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor, project managers and others informed, and to seek assistance only for particularly complex or high profile matters. Work is expected to be effective – the incumbent is held responsible for results, and is reviewed in terms of conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Reviews site and construction plans and permit applications for construction on Commission land by outside parties including private sector and public sector utility companies, other public agencies, and private developers and their contractors. Writes conditions on permits to protect Commission property. As assigned, monitors project for compliance.
2. Reviews drawings, blueprints and specifications of Commission projects to identify errors and omissions; coordinates with internal and external parties, sets up key meetings, and recommends changes including constructability-based changes and other types of improvements to a project such as use, or substitutions, of green building or state-of-the-art

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materials/processes. Becomes familiar with the details of the project before construction starts.

3. Monitors and inspects construction for multiple, medium size projects running concurrently or for a single large-scale project. (Construction is by a contractor, mainly, but may be by an in-house crew.) Represents the Commission on-site for, and makes inspections of, medium to large size projects having complicating features including, but not limited to, (a) ball fields, tennis courts, basketball courts, other recreational courts, playgrounds, parks, roads, bridges, major trails and ancillary buildings (such as greenhouses), each having special engineering, architectural or landscape architectural features, (b) primary buildings (such as community centers) and other types of facilities, each with notable roofing or structural problems or extensive mechanical, electrical or plumbing (MEP) systems, and (c) large-scale asphalt/concrete paving and other horizontal projects where types of materials, quantities, worker hours and other quality-cost items are critically important and require senior level on-site representation. Checks for issuance of building permits by the County. Inspects construction and building/paving materials to ensure compliance with approved plans and specifications. Checks storm drains, sediment control measures and other provisions for stormwater management. Monitors and inspects renovation of historic sites to ensure preservation of original character and compliance with approved drawings and specifications. Monitors and reports on project progress. Reviews contractor invoices to verify materials, quantities and hours reported, percentage of work completed and related payment matters, including change orders; works with the Commission construction project manager to make recommendations regarding changes and payments. May work with third-party construction inspectors.
4. Makes field changes to plans, as authorized. Interacts with construction contractor to obtain compliance or come to agreement on minor field changes in plans and as-builts (without re-engineering or extra costs) to adapt plans to job site conditions or to correct errors in original plans such as changing grades and slopes and relocating transformer pads. Issues punch lists. Recommends major changes (which may include substantial re-engineering or extra costs) to supervisor or Commission project manager.
5. Inspects and assesses existing conditions of park pedestrian bridges, basketball, tennis courts and pavement as a basis for the maintenance programs of the facilities.
6. Investigates encroachment and other violations. Makes routine inspection of construction sites adjacent to Commission land. Responds to citizen complaints, oil spills, pollution, trash, and other signs of possible encroachment on Commission land. Checks site plans and building permits. Notifies encroacher and other authorities about encroachment and corrective action needed. Writes reports.
7. Prepares administrative reports and correspondence including daily logs or site visit reports; this may include NPDES reporting.

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8. Stays abreast of the construction industry and associated materials, methods and practices (including state-of-the-art technology) as well as pertinent regulatory changes.
9. Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Discusses projects with project managers to recommend project improvements such as constructability-based changes. Inspects work on site, explains requirements, investigates violations and apparent non-compliance, and recommends or approves field changes. Actively listens to understand concerns, wants and needs of stakeholders, and seeks to obtain agreement or compliance.
10. Uses the tools and techniques of construction inspection to ensure compliance and quality including a variety of nondestructive tools and techniques such as levels, measures, transit, penetrometer and visual inspections.
11. Uses a computer, modern office suite software, enterprise software, specialized software (such as project planning/scheduling software), and various technical devices/tools for planning, scheduling, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions. May use computer aided design and drafting (CADD) software and hardware.

### Important Worker Characteristics:

- A. (1) Wide-ranging knowledge of, and skill in using, principles, practices and equipment of the construction industry (with emphasis on construction planning, monitoring and inspection) and of generally-accepted building or paving practices, as well as wide-ranging knowledge of building or paving materials (including state-of-the-art technology), to help ensure completeness of plans and constructability, adherence to plans in construction, acceptable quality and appropriate billing in projects with complicating factors.
- (2) Knowledge of critical construction regulatory guidelines such as codes (including fundamentals of MEP requirements) and permitting processes, stormwater management, soil erosion and sediment control, and public accessibility and occupational safety and health guidelines at Federal, Maryland\* or County\* levels.
- (3) Skill in numerical comprehension and computation sufficient to determine elevations, quantities, costs.
- (4) Knowledge of, and skill in using, field safety procedures.
- (5) Knowledge of Commission organization, policies, and procedures.\*

*\*Typically acquired or fully developed primarily after employment in this job class.*

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- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include reviewing plans to identify errors/omissions and make recommendations regarding constructability and project improvement, inspecting construction work for compliance with plans/specifications and for quality assurance purposes, and using a variety of non-destructive construction inspection tools and techniques (such as levels, measures, transit, penetrometer and visual inspection).
- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand and comply. This includes skills in actively listening to ascertain key information including concerns, wants and needs of others regarding construction project permits, schedules, submittals, progress, field changes and the like, and in communicating effectively to obtain desired actions including agreement or compliance.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.
- F. Proficiency in rendering, and willingness to provide, first aid and CPR.

### Minimum Qualifications (MQs):

1. An Associate's Degree in Construction Management, Engineering, Surveying or any related field.
2. Four years of progressively responsible construction permitting, inspection and management experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.
4. Must pass Commission medical examination.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

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6. Must obtain and maintain a Maryland Responsible Person Certificate ('green card') for soil erosion and sediment control within six months of appointment to a position in this class.

### Working Conditions:

Works in indoor and outdoor settings. On a regularly recurring basis, moves, bends and stoops or otherwise positions self, and transports and operates equipment. Lifts, carries or otherwise moves/uses objects weighing up to (or requiring force of) 25 pounds on own and heavier objects with assistance or mechanical advantage. Is regularly exposed to inclement weather such as rain and high winds, noticeably hot, cold or humid outdoor conditions and a variety of potential hazards from driving and working in the field at construction sites amid unfinished construction or nearby energized electrical equipment or moving equipment. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.