

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Construction Representative GRADE: 26 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3142 EEO: Technicians FLSA: Exempt (A)

Class Definition:

Under direction, coordinates and manages a full range of challenging projects to renovate, rehabilitate, repair or replace park or recreation facilities. Serves in two roles concurrently: (1) coordinates major maintenance projects (primarily) and capital improvement projects (secondarily) in a geographic area, leading a work team, as pertinent to the project, and (2) serves as a construction project manager; performs a full array of senior level construction project inspection work as an integral part of project management, or as assigned. As a geographical area project coordinator, supports the supervisor in identifying, assessing, prioritizing, budgeting, coordinating, scheduling, tracking, troubleshooting and reporting the area's major repair-renovation-rehabilitation-replacement projects; provides guidance and training to lower level staff. As a construction project manager, helps ensure effective project budgeting and cost control, coordinates with internal and external stakeholders, performs a full range of project manager purchasing and contract administration functions, provides support in the design phase (by reviewing plans, making constructability analyses and project improvement recommendations to designers) and leads in the construction phase by representing the Commission and protecting its interests. Performs the highest level of technical engineering-construction review and inspection work as a senior level construction inspector: 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 and help protect the Commission's interests. Projects are mainly medium to large capital improvements or major repair-renovations-rehabilitations with several complicating factors. The work has critical impact on coordination of the geographic area's projects and accomplishment of assigned individual projects. Applies comprehensive knowledge of construction management and good working knowledge of related fields (including fundamentals of engineering, architecture and landscape architecture) to help ensure complete, integrated construction documents and specifications for a full range of park space, facility and building system projects. Independently performs various types of analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. 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.

Recurring work is assigned in terms of functional responsibilities and special assignments are made in terms of scope, objectives. The incumbent works in consultation with the supervisor and others to develop project objectives, scope, schedules and budgets; independently plans and performs the work; keeps the supervisor informed; and seeks assistance for only highly complex or very sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as sound judgment and creativity in solving problems.

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Examples of Important Duties (Estimated Percentages):

1. Area Project Coordination ($\pm 20\%$)

- Coordinates major maintenance projects (primarily) and capital improvement projects (secondarily) in a geographic area. Projects involve major repair, renovation, rehabilitation or replacement/installation of tennis courts, basketball courts, other recreational courts, playgrounds, drainage systems, roads, bridges, ancillary buildings (greenhouses, storage sheds, pavilions), gyms, mechanical, electrical and plumbing (MEP) systems (such as lighting systems and sanitary systems), heating, ventilation and air conditioning (HVAC) units/systems, roofs, swimming pools and major buildings (community centers, arenas, maintenance facilities) or parts thereof (such as restrooms), restoration or preservation of historic structures and management/mitigation of special problems such as asbestos abatement.
- Supports the supervisor in identifying, assessing, prioritizing, budgeting, coordinating, scheduling, tracking, troubleshooting and reporting the area's renovation, rehabilitation, major repair and replacement projects. Helps ensure coordination of projects involving many technical subcontractor specialties and large in-house stakeholder review teams. Works in consultation with supervisor and other team members and requests assistance or input, as appropriate, throughout the project planning/coordinating process.
- Provides guidance and training to lower level staff on project management processes, construction inspection techniques, Commission systems.
- Supports the supervisor in developing, implementing, operating and refining the Infrastructure Inventory and Asset Inspection Program – asset inventory development/inspection/assessment, asset preventive/predictive maintenance, lifecycle maintenance cost and useful life estimation and evaluation of alternatives, and asset renovation-rehabilitation-replacement planning.
- Ensures that the area's project reports are clear, complete and timely, that project files are well-organized and properly archived upon completion of projects, and performs related work in support of project oversight in support of the supervisor.

2. Project Management/Construction Inspection ($\pm 50\%$)

- Serves as a construction project manager for renovation, rehabilitation, major repair and replacement park or recreation facilities, as assigned. Leads, manages and coordinates the work for mainly medium to large capital improvements or renovations or rehabilitations, with several complicating factors such as (a) roads, ball fields, tennis courts, basketball courts or playgrounds having special engineering, architectural or landscape features, (b) primary buildings needing major or total roof replacement or facilities with extensive

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mechanical, electrical or plumbing systems, and (c) large-scale asphalt or concrete paving and other horizontal projects where types of materials, quantities, worker hours and other quality-cost items are critically important. Some projects may involve several technical subcontractor specialties or large in-house stakeholder review teams.

- When serving as a project manager, provides technical support, as needed, for review of designs – makes proficient and timely reviews of project designs to improve clarity, functionality, constructability and practicality, and makes value engineering and other types of recommendations for project improvement such as using more cost effective materials, and using precast components v. building them on-site. Reviews final construction documents prior to advertising for bids or prepares scope of work for issuance of tasks under task order contracts. Supports the award/task order process. Works in consultation with supervisor and other team members to develop project schedules; requests assistance or input, as appropriate, throughout the project. Coordinates and obtains required regulatory approvals and inspections at appropriate timeframes to keep project on schedule and avoid project delays. Initiates and conducts effective progress meetings at regular intervals during construction including preparation of agendas and meeting minutes. Ensures inspections to check compliance with specifications and other requirements. Reviews, negotiates and approves change orders. Reviews project inspection logs and diaries of contract activities to ensure that they are kept current in order to review and approve payment for contract work and maintain expenditure records. Liaises between contractors, other park staff, and legal staff to enforce contract conditions and negotiate contract claims. Based on field conditions and weather, makes decisions for changes to contract requirements. Resolves problems reported by the construction inspector and other team members. Ensures that as-built plans are prepared at the completion of construction.
- Uses established tools and processes for project management and coordination, established business processes, and other applicable policies, procedures, systems and tools. Keeps supervisor informed of project status, problems and delays, and recommends solutions when presenting problems. Assembles and maintains comprehensive and organized project files, and archives files upon completion of projects.
- In the construction representative/inspector role, monitors and inspects work on-site to ensure compliance with specifications and other requirements. 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. Uses the techniques and tools of construction inspection to ensure compliance and quality including a variety of nondestructive tools/techniques such as levels, measures, transit, penetrometer and visual inspections.

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3. Other ($\pm 30\%$)

- Leads a work team in construction projects, as pertinent to the project, or in inspection work, as assigned. Work group leadership involves working on or with the team as both individual contributor and work leader (assigning tasks, setting the pace, checking work on behalf of the supervisor, providing work progress information and performance assessment input to the supervisor)
- Stays abreast of the construction industry and associated materials, methods and practices (including state-of-the-art technology) as well as pertinent regulatory changes.
- 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 and compliance.
- Uses the tools and techniques of construction inspection to ensure compliance and quality including a variety of nondestructive tools/techniques such as levels, measures, transit, penetrometer and visual inspections.
- 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) Comprehensive knowledge of the principles, practices and techniques of construction management.
- (2) Good working knowledge of fundamentals of related fields such as, but not limited to, fundamentals of architecture, landscape architecture and environmental, geo-technical, civil and structural engineering.
- (3) Knowledge of:
- Building and building system functionality, maintainability and sustainability including green building objectives, principles and practicalities as well as sustainable site work and landscape construction;
 - Characteristics and uses of construction and building or paving materials including state-of-the art construction technology and materials.

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- Key aspects of land surveying pertinent to projects.
- County*, Maryland* and Federal codes, industry standards and other guidelines affecting construction such as County soil erosion, sediment control, stormwater management and forest conservation requirements, building codes, use and occupancy requirements, fire protection and historic preservation requirements, US Army Corps of Engineers (USACE) and Maryland Department of the Environment (MDE) requirements, Federal and Maryland construction safety standards, various Code of Maryland (COMAR) Titles, and accessibility provisions of the Americans with Disabilities Act (ADA).

(4) Skill in using construction project management methods and techniques to manage a range of construction projects.

(5) Knowledge of Commission organization, policies, and procedures.*

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

- B. Knowledge of, and skill in, assigning or reviewing tasks, setting the pace, and otherwise helping the supervisor by performing group leader work; or ability to rapidly acquire knowledge and skill set.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include applying a variety of quantitative and qualitative measures to construction inspection and project management problems to assess and balance form, function, cost, methods, techniques; assessing project scope, approaches; and reviewing designs for clarity, functionality, constructability and practicality, reviewing proposals for responsiveness, and reviewing change orders for need and invoices for accuracy.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, 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, in expressing information in ways that help people in both technical and non-technical disciplines understand both technical and non-technical issues, and in communicating effectively to obtain desired actions including agreement or compliance.
- E. 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 or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.
- G. Proficiency in rendering, and willingness to provide, first aid and CPR.

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Minimum Qualifications (MQs):

1. An Associate's Degree in Construction Management, Engineering, Surveying or any related field.
2. Six 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 8 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.
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 (mainly) and outdoor (occasionally) settings. Occasionally, moves, bends and stoops or otherwise positions self, and transports/operates equipment, or 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 occasionally exposed to inclement weather such as rain and high winds, noticeably hot/cold/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.