

The Maryland-National Capital Park and Planning Commission

TITLE: Construction Representative GRADE: 18 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3140 EEO: Technicians FLSA: Nonexempt

Class Definition:

Under general supervision, represents the Commission and protects its interests in construction projects on its land by (1) reviewing plans or applications by outside parties and issuing permits and/or (2) reviewing and commenting on plans for the Commission and monitoring and reporting on construction progress. In plan review and permitting, reviews plans or applications and issues permits, with or without conditions, to outside parties for their projects on Commission land. In plan review and project reporting, reviews technical engineering-construction plans for errors, omissions, constructability and inspects Commission construction projects (mainly small to medium size capital improvements or major repairs-renovations-rehabilitations) on Commission land by outside 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. Monitors and inspects construction 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. Work has important impact on project compliance and acceptability. Applies knowledge of construction management and building methods and techniques in general practice along with knowledge of building or paving materials and construction codes to review plans/applications for issuance of permits or to review and comment on plans and monitor, inspect and report on construction project progress. Independently performs various types of analyses and solves conventional problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Assignments are made in terms of requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted construction inspection methods and practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor, project managers and others informed and brings uncommon problems to the supervisor's (or project manager's) attention for guidance or resolution. The work is expected to be accurate and is subject to check for 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; recommends changes, including constructability-based changes. Becomes familiar with the details of the project before construction starts.

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3. Monitors and inspects construction for multiple small to medium size projects running concurrently or a single large-scale project. (Construction is by a contractor or an in-house crew.) Represents the Commission and makes on-site inspections of small to medium size construction projects without complicating factors including, but not limited to, ball fields, tennis courts, basketball courts, other recreational courts, playgrounds, neighborhood parks, dog parks, trails, roads, bridges, ancillary buildings and exterior lighting. Checks for issuance of building permits by the County. Inspects construction and construction 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. Recommends major changes in plans and as-builts (which may include substantial re-engineering or extra costs) to supervisor or Commission project manager.
5. 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.
6. Prepares administrative reports and correspondence including daily logs or site visit reports; this may include NPDES reporting.
7. Stays abreast of the construction industry and associated materials, methods and practices as well as pertinent regulatory changes.
8. 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.

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9. 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.
10. 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) 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, to help ensure completeness of plans and constructability, adherence to plans in construction, acceptable quality and appropriate billing.
(2) Knowledge of critical construction regulatory guidelines such as codes and permitting processes, stormwater management, soil erosion and sediment control, 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.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include reviewing plans to identify errors or omissions and make recommendations regarding constructability, 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 or 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.

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- 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. Three years of progressively responsible construction 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 5 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 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 and 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.