

## The Maryland-National Capital Park and Planning Commission

TITLE: Construction Representative Supervisor GRADE: 28 DATE: 1/12/2017  
SERIES: Design & Construction CODE: 3143 EEO: Paraprofessional FLSA: Exempt (E)

### Class Definition:

Under direction, manages a County-wide construction permitting and inspection work program and unit; ensures work program and unit effectiveness. Supervises unit staff and oversees the work of consultants and contractors including third-party construction inspectors. Manages intake and issuance of park construction permit applications by non-Commission entities and ensures Commission representation at, and inspection of, Commission construction projects. Also manages a full range of construction projects in the role of a construction project manager. The work program has important impact on project compliance and acceptability, County-wide. Applies comprehensive knowledge of construction management and a good working knowledge of related fields (including fundamentals of engineering, architecture and landscape architecture), along with knowledge of line management, to ensure unit products and services are effective. 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. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Assignments are made in terms of functional responsibilities, goals, priorities, resources and the like. The incumbent plans and manages the work of the unit and ensures it is carried out in conformance with established policies and procedures and accepted customer service practices; resolves problems/deviations referred by subordinates or management by selecting and applying the appropriate guideline(s); keeps the supervisor informed and brings particularly challenging or highly sensitive problems to the supervisor for guidance or resolution. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results, and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and such other factors as sound judgment and creativity in solving problems.

### Examples of Important Duties (Estimated Percentages):

1. Unit/Staff Supervision (±50-70%)
  - Manages the assigned work program and unit/team. Helps keep unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
  - Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and

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development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

### 2. Quality Assurance/Quality Control/Related ( $\pm 20-30\%$ )

- Manages intake and issuance of park construction permit applications for construction by non-Commission entities on Commission land. Coordinates the permit review process with various internal and external staff members; organizes the technical review comments and prepares construction permits for signature; and performs related functions. Assigns staff to each project (submitted by utility companies, other agencies, and private developers), and ensures proper oversight of the project for compliance.
- Assigns unit staff (or a third party inspector) to represent the Commission and protect its interests for construction projects of the Commission (mainly by private contractors but, at times, by in-house crews) to be managed in-house; and ensures effective staff support of the Commission project manager. May personally serve as Commission project manager.
- Quality assures the project support work of unit staff (representation and protection of the Commission's interests in construction projects on its land through on-site monitoring and reporting of project progress). Ensures proper internal Commission review of plans and permit applications (including review of legal, functional, technical, contractual and aesthetic requirements of projects), proper inspections and progress reporting, effective interactions with contractors/developers, consultants, public officials; and performs related quality assurance and quality control functions.
- Ensures that filing and archiving of records, such as permits, plans, progress reports, violation notices, letters and complaints, are done in compliance with established policies.

### 3. Other ( $\pm 10-30\%$ )

- Manages construction projects as a construction 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. Becomes familiar with the details of the project before constructions starts. [Developmental drawings and specifications include sediment control plans, excavating and grading plans, storm drainage systems, water and sewage systems, pavement designs, retaining structures and bridges, stormwater management facilities, electrical payouts, plumbing layouts, and heating, ventilation and air conditioning (HVAC) layouts, structural building plans, fencing and landscape plans.] Reviews final construction documents prior to advertising for bids or

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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. Resolves problems reported by the construction inspector (staff member, third party inspector, or self if serving in both project manager and construction inspector roles), and other team members. 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. Reviews requests for payment and recommends or approves appropriate actions; prepares and issues certificate of substantial completion; receives and reviews close-out documents (ensuring that as-built plans are prepared at the completion of construction); and performs related functions.

- Uses established tools and processes for project management and coordination, established business processes, and other applicable policies, procedures 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.
- 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

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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 the construction industry with emphasis on (a) construction planning, permitting and inspection and generally-accepted building practices to manage permitting and inspection and (b) construction project management to manage assigned construction projects, help ensure completeness of plans and constructability, adherence to plans and permits, acceptable quality and appropriate billing.
- (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;
  - The characteristics and uses of construction and building/paving materials including state-of-the art construction technology and materials;
  - 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, (1) planning, assigning and reviewing work, (2) budgeting, using capital and deploying personnel to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- 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

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recognizing subtle aspects of problems and making recommendations and decisions. Examples include developing and implementing short- and long-term work objectives and goals for the unit, applying a variety of quantitative and qualitative measures to construction permitting and inspection problems, solving unit operational and personnel problems, reviewing specifications and proposals, and solving construction project management issues.

- D. 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 to obtain agreement or compliance. 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.

### Minimum Qualifications (MQs):

1. An Associate's Degree in Construction Management, Engineering, Surveying or any related field.
2. Seven years of progressively responsible construction project 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 above, which together total 9 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.

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Working Conditions:

Works in indoor (mainly) and outdoor (occasionally) settings. Occasionally, moves, bends and stoops or otherwise positions self, and transports and operates equipment, or lifts, carries or otherwise moves or 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 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.