

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. BLDGMGR2
-------------------------------------

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MIL AFFR CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> MI ARMY NATIONAL GUARD (MIARNG)
<b>4. Civil Service Position Code Description</b> Building Construction Mgr-2	<b>10. Division</b> CONSTRUCTION & FACILITIES MANAGEMENT OFFICE (CFMO)
<b>5. Working Title (What the agency calls the position)</b> Building Construction Manager	<b>11. Section</b> DESIGN
<b>6. Name and Position Code Description of Direct Supervisor</b> ; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> CFMO
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; NONSTATE SUPERVISOR	<b>13. Work Location (City and Address)/Hours of Work</b> 3423 N MARTIN LUTHER KING JR; LANSING, MI 48906 / 7:45 A.M. TO 4:30 P.M. M-F

**14. General Summary of Function/Purpose of Position**

This position is responsible for leadership and oversight as the first-line manager supervising Building Construction Project Superintendents (BCPS) within the Construction and Facilities Management Office (CFMO) in the Department of Military and Veterans Affairs (DMVA) by providing planning, design, construction, and maintenance of Michigan Army National Guard facilities statewide. The position provides both managerial oversight and technical direction to ensure compliance with plans, codes, safety requirements, and contract terms while also serving as the supervisory bridge between BCPS staff and upper management.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 70**

Directs and monitors the day-to-day project and field operations performed by BCPS, ensuring compliance with regulations and maximizing efficiency, approve recommendations for corrective action, direct and manage assigned construction and renovation projects by leading and participating in meetings. Conducts site visits to review the work of contractors and verify compliance with plans, specifications, and contract requirements.

**Individual tasks related to the duty:**

- Assign and balance workloads, set priorities, and communicate expectations clearly to BCPS staff.
- Review and ensure BCPS work products to ensure compliance with contract terms, regulations, CFMO Standard Operating Procedures (SOPs) and codes.
- Approve time and attendance records, leave requests, and other related documentation.
- Conduct and sign formal performance evaluations (service ratings) in accordance with Civil Service requirements.
- Identify staff training needs and support professional development opportunities.
- Serve as a first line resource for staff questions and concerns, ensuring timely resolution or escalation when issues exceed delegated authority. Provide coaching, feedback, and formal written counseling when appropriate; escalate serious disciplinary matters to the Design Manager (SAM-15) or HR.
- Ensure compliance with equal employment opportunity (EEO) and labor relations requirements by applying policies and procedures fairly and consistently.
- Review specifications and drawings for constructability and compliance.
- Conduct and direct site inspections; document deficiencies and corrections.
- Track progress against schedule and milestones; elevate risks promptly.
- Actively participate in project meetings, providing constructive input on design, scheduling, and potential challenges.
- Prepare status updates and recommendations for leadership.
- Manage Building Construction Project Superintendent inspection activities and perform personal inspections as needed.
- Review staff inspection findings, ensure corrective actions are implemented and monitor follow-up.
- Substantial and regular driving throughout the State of Michigan.

**Duty 2**

**General Summary:**

**Percentage: 30**

Oversee BCPS work related to contract administration and documentation, stakeholder communication, quality assurance and compliance.

**Individual tasks related to the duty:**

- Maintain organized repositories for contracts, drawings, permits, and correspondence.
- Manage document revisions, approvals, and distribution
- Manage closeout documentation and timely handoff for review.
- Review contractor pay applications change order recommendations for accuracy and contract adherence.
- Serve as primary contact for project inquiries for projects under construction.
- Reviews and approves BCPS status reports and communications for leadership.
- Represents CFMO in meetings with contractors and architects.
- Facilitate communication among contractors, designers, and users.
- Identify concerns early and escalate as needed.
- Maintain current documentation for stakeholder review.
- Review contractor QC plans and provide guidance.
- Monitor compliance with safety, environmental, and building codes.
- Collaborate with contractors and stakeholders to resolve issues.
- Maintain timely, accurate communication with internal and external stakeholders.
- Perform related work and other tasks as assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions made independently include assigning and scheduling BCPS staff to projects, approving staff work products, determining staff training priorities, reviewing and signing service ratings, providing written counseling, approving leave requests, and directing corrective actions on construction projects within established authority. The position independently enforces compliance with safety standards and labor relations policies. Complex or high-impact decisions are elevated to the Design Manager.

**17. Describe the types of decisions that require the supervisor's review.**

Supervisor review is required for changes to scope or budget beyond delegated limits, formal disciplinary actions, program-level policy interpretations, major contract disputes or claims, significant safety issues, or other matters with substantial financial, legal, or political impact.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

This position requires both office and field work, with frequent physical activity and exposure to outdoor conditions:

- Travel: Daily long distance driving, often 2–4 hours per day, possibly in inclement, unpredictable weather conditions to visit statewide project sites. Overnight travel is required on a monthly basis for project oversight and conferences.
- Walking/Standing: Site inspections require standing and walking on uneven terrain or partially completed structures for 4–6 hours per day.
- Climbing/Accessing Heights: Ladders, scaffolding, and rooftops are climbed 2–3 times per week, typically 15–30 minutes at a time.
- Confined Spaces: Inspections in crawlspaces, basements, or mechanical areas occur weekly, often requiring bending or crouching for 30–60 minutes.
- Lifting/Carrying: Plans, equipment, or materials weighing up to 50 pounds are lifted or carried occasionally (1–2 times per week).
- Environmental Exposure: Work outdoors in inclement weather (rain, snow, heat, cold) occurs 2–3 days per week. Exposure to dust, noise, dirt, contaminated soils, water, and chemicals is common during inspections and may last several hours at a time.
- Protective Measures: Hard hats, safety glasses, reflective vests, gloves, steel-toed boots, fall protection, and respirators are used routinely. PPE is required on nearly all field days (approx. 50% of total work hours). The incumbent must also enforce safety protocols for self and subordinate staff during all field activities.
- Office Environment: The remaining work (approx. 40–50% of total work hours) is performed in an office setting, requiring extended periods of computer use, sitting for 2–3 hours at a time, and reviewing plans and specifications.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE
	BUILDING CONSTRUCTION SUPT-A 12		BUILDING CONSTRUCTION SUPT-A 12
	BUILDING CONSTRUCTION SUPT-A 12		BUILDING CONSTRUCTION SUPT-A 12

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes, manager developed PD.

23. What are the essential functions of this position?

This position functions as the first-line manager of Building Construction Project Superintendents (BCPS) within the Construction and Facilities Management Office (CFMO) of the Department of Military and Veterans Affairs (DMVA). The position provides both managerial oversight and technical direction to support the planning, design, construction, and maintenance of Michigan Army National Guard facilities statewide. Essential responsibilities include: (1) supervising and developing BCPS staff through staffing, scheduling, evaluations, training, and labor relations compliance; (2) directing and approving inspections and contract administration activities performed by BCPS; (3) coordinating with architects, engineers, developers, and contractors to ensure compliance with codes, standards, and project objectives; and (4) maintaining communication and documentation for leadership and stakeholders. Field presence and required regular and substantial driving throughout Michigan are required to verify compliance and to support subordinate staff.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Construction and Facilities Management Office provides planning, design, construction, and maintenance of Michigan Army National Guard facilities statewide. This position fits as the first-line supervisor over BCPS staff, ensuring both managerial oversight and technical direction. The BCM-13 ensures compliance with plans, codes, safety requirements, and contract terms while serving as the supervisory link between inspectors and higher-level management.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in architecture, engineering, or building construction.

- Architecture (e.g., Bachelor of Architecture, B.Arch.)
- Engineering (e.g., Bachelor of Science in Civil, Structural, Mechanical, or related engineering discipline)
- Building Construction (e.g., Bachelor of Science in Construction Management, Building Construction Technology, or related field)

**EXPERIENCE:**

**Building Construction Manager 13**

Four years of professional experience equivalent to a Building Construction Project Superintendent, including two years equivalent to a Building Construction Project Superintendent P11 or one year equivalent to a Building Construction Project Superintendent 12.

**Alternate Education and Experience**

**Building Construction Manager 13 - 15**

Completion of high school and four years of experience as a superintendent or foreman in the building construction trades, or equivalent experience in building construction inspection, planning, or design may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of standards, codes, and regulations pertaining to building construction and maintenance.
- Knowledge of supervisory techniques
- Knowledge of EEO and labor relations requirements
- Ability to assign and evaluate staff work
- Ability to conduct service ratings, coach and counsel employees, and coordinate complex construction project.
- Ability to communicate effectively and maintain favorable relationships with staff, contractors, and stakeholders.
- Knowledge of building construction processes, procedures, equipment, tools, and materials.
- Knowledge of standards for finished products in building construction, alteration, and repair.
- Familiarity with the building trades.
- Knowledge of specifications and blueprints.
- Building construction safety precautions.
- Knowledge of contract documents and the bid process.
- Ability to read and interpret construction blueprints, plans, drawings, and specifications.
- Ability to determine compliance of structures with specifications.
- Ability to make basic cost studies and estimates.
- Ability to maintain records, prepare reports, and compose correspondence.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work cooperatively with state and local officials.
- Ability to organize and prioritize work assignments.
- Ability to provide guidance and direction to team members.
- Ability to maintain favorable public relations.
- Ability to identify and report potential safety hazards.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

Maintain a valid Driver's License.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date