

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.

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

14. General Summary of Function/Purpose of Position

This position will function as a professional building construction project superintendent. As a recognized resource, this position oversees and ensures completion of all DMVA "Michigan Minus" projects (e.g., new construction, building remodeling, maintenance, etc.) lower peninsula of the State Of Michigan, or as assigned, under CFMO control. "Michigan Minus" are any projects within the state except those at Camp Grayling. Projects supervised by this position must meet or exceed the contract intent, fulfill building code requirements and ensure that safety and environmental requirements that are maintained at applicable worksites. The purpose of the position, as a senior worker, is high level of responsibility which is highly independent with increased level of negotiation and influence on federal and state fund recommendations for the control and management of contracted work. Position also increases the oversight and responsibility in reviewing project design and development of project quality assurance program for individual projects assigned.

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: 30

As the recognized resource for all DMVA "Michigan Minus" projects (all projects within the state except at Camp Grayling or Fort Custer) on the lower peninsula of the State, this position develops, coordinates, and executes project quality assurance program.

Individual tasks related to the duty:

- Inspects in-progress work to ensure compliance with contract requirements (e.g., inspect contractor work-in-place for quantity, quality and in accordance to plans/specifications; inspect rebar placement and type is in accordance with design requirements prior to contractor concrete placement, etc.). Officially records identified issues and takes appropriate action to correct deficiencies utilizing contractual tools.
- Coordinates with testing agencies to ensure quality performance of contractor work (e.g., coordinate concrete testing, soil compaction, etc.) and ensures work performed meets National Building Codes and contract requirements.
- Conducts and coordinates commissioning inspections to ensure systems function as designed (e.g., observes building system tests, ensures take accurate measurements, etc.).
- Develops Quality Assurance Plan during project design development phase, coordinates resourcing of plan, oversees and executes plan.
- Substantial and regular driving throughout the lower peninsula of the State.

Duty 2

General Summary:

Percentage: 30

Investigates and resolves construction issues. Recommends remedies and develops contractual change documentation for issues requiring contract changes.

Individual tasks related to the duty:

- Reviews contractor requests for information, submittals, and approves professional recommendations to ensure compliance with federal, state, local, and U.S. Army regulations and requirements.
- Coordinates owner responsibilities to ensure contractor execution and progress is not hindered.
- Investigates issues and assists project design team to fully identify issue and resolve problems. Reviews bulletins and contractor quotes, negotiates fair pricing, and makes recommendations to project manager and contracting officer.
- Develops change recommendation packages to assist in programming and funding to resolve issues.
- Determines responsible agency in change request and recommends accountable portions of work to appropriate agent. (Constructor, Design, or Government).

Duty 3

General Summary:

Percentage: 20

As the recognized resource, this position oversees project meetings, and coordinates design and construction contracts for assigned projects.

Individual tasks related to the duty:

- Performs duties as government agent in monthly/bi-monthly in-progress review meetings with construction professional (Architect/Engineer: if assigned), general contractor, and project manager to review and validate work in-place.
- Approves contractor progress schedules to ensure work is progressing as required by contract.
- Organizes and oversees construction team meetings to resolve design, construction or contract issues during construction phase.
- Ensures meeting documentation is completed in timely manner and develops task requirements for government and its overseeing agents.

Duty 4

General Summary:

Percentage: 10

Provides input and recommendations to design development team at in-progress design reviews for future projects in design phases. Ensures coordination of construction Quality Control plan with the government's quality assurance plan.

Individual tasks related to the duty:

- Reviews design documents for constructability, bid-ability, operability, and environmental issues (CBOE).
- Reviews designs for construction application and reasonable design assumptions for specific site conditions, costs, and operational maintenance considerations.
- Attends project planning meetings to provide technical advice on design change requests that could affect facility systems, controls, and CBOE items.

Duty 5

General Summary:

Percentage: 10

Review warranty issues and coordinate building repairs and inspections as required.

Individual tasks related to the duty:

- Investigates facility issues related to project warranty items to determine if repairs are responsibility of general contractor or DMVA. Coordinates repairs or corrections for items not performing as required to support facility requirements.
- Completes facility inspections prior to warranty expirations date to ensure issues covered by warranty are addressed by contractor.
- Other duties as assigned.

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

Determines acceptability of work per contract documents throughout contract lifecycle; impacts government funds, contractor bonding company, contractors and sub-contractors. Determines contract change requirements and establishes liability for changes; impacts project manager decision for change, contracting officer determination in assignment of fiduciary responsibility for change. Approves all field changes to assist construction team in completing the project; impacts contractors, operational agents.

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

Decisions that could have the potential to be precedent setting or are outside the current CFMO policy, all items that impact time or cost and binds government to new agreement. Project scope changes.

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.

Periodic travel with some overnight stays required. Long distance driving, often 2–4 hours, 2–3 times weekly in all weather conditions. Continuous walking, standing, bending, stooping, reaching, kneeling, and hand/eye coordination required. Periodically works from ladders, scaffolds, and roofs, and may occasionally be required to work in confined spaces (e.g., tunnels, crawl spaces, excavations, etc.). Environmental conditions include working in inclement weather conditions, contaminated soils, dust, dirt, chemicals, noise, noxious fumes, unpleasant odors, and contaminants in water; may be exposed to hazardous work environments. Protective clothing/equipment is provided and worn when required.

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.

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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, management developed PD.

23. What are the essential functions of this position?

- This position is the recognized resource responsible for oversight and ensuring completion of all DMVA "Michigan Minus" projects (e.g., new construction, building remodeling, maintenance, etc.) on the lower peninsula of the State.
- Completes or oversees a variety of assignments related to the construction, remodeling and maintenance of DMVA owned and operated buildings and facilities (e.g., construction of new buildings and armories, renovation of warehouse and administration buildings, replacement of roofs, boilers, windows, doors, and parking areas, etc.).
- Checks and inspects various assignments related to the construction, remodeling and maintenance of buildings and facilities to review project status and validates contractor pay requests.
- Investigates construction issues and assist in resolution of project challenges.
- Conducts research and provides contractor materials lists used to meet contract requirements.
- Maintains records regarding time and attendance, materials, and a variety of assignments related to the construction, remodeling and maintenance of buildings and facilities.
- Operates motorized equipment, tools, and vehicles.
- Works from ladders or other elevated platforms (e.g., scaffolds, roofs, etc.) for extended periods of time. This list of duties and responsibilities is not intended to be inclusive, and the DMVA reserves the right to assign additional duties and responsibilities as necessary.
- Regular and substantial driving throughout the lower peninsula of the State.

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

In the last update, this position became responsible for all Michigan Minus projects within the lower peninsula which changed from the lower peninsula of the State. This change is reflected in box 14, box 23 and duty 1. "Substantial and regular driving throughout the lower peninsula of the State", has been added to duty 1's tasks. " Long distance driving, often 2–4 hours, 2–3 times weekly", added to box 18. "Regular and substantial driving throughout the lower peninsula of the State", added to box 23. "Maintain a valid driver's license" and "Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check" added to certificates, licenses, registrations box.

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

The CFMO Construction section is responsible for coordinating with the National Guard Bureau, end users, construction professionals, contractors and a wide range of government agencies to ensure the government is efficiently and effectively monitoring and documenting construction projects and related expenditures. This position oversees and ensures completion of all projects under its direct control, verifies contractors or other parties have met or exceeded the contract intent, fulfilled building code requirements, and ensures safety and environmental requirements are maintained at the worksites.

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.

EXPERIENCE:

Building Construction Project Superintendent 12

Three years of professional experience overseeing the construction, remodeling and/or maintenance of buildings and facilities, including one year equivalent to a Building Construction Project Superintendent P11.

Alternate Education and Experience

Building Construction Project Superintendent 9 - 12

For all levels, four years of experience as a superintendent or foreman in the building construction trades, or experience of equivalent responsibility in building construction inspection, planning or design may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of building construction.
- Knowledge of the building trades.
- Knowledge of specifications and blueprints.
- Knowledge of safety precautions in the work place.
- Knowledge of building construction processes and procedures, equipment, tools, and materials.
- Knowledge of construction codes, laws, and contract documents.
- Knowledge of standards of good work quality in building construction, alteration, and repair.
- Ability to determine by inspection that specifications and requirements are met.
- Ability to conduct group meetings and to reconcile conflicting views.
- Ability to work from ladders, scaffolds, and hydraulic towers; or in tunnels and crawl spaces.
- Ability to work under extreme hot or cold weather conditions with extreme dust or dirt.
- Ability to read and interpret blueprints and specifications.
- Ability to maintain standards of work quality.
- Ability to evaluate construction and/or design problems and recommend solutions.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.
- Ability to oversee building construction projects.
- Ability to maintain records, prepare reports, and conduct correspondence related to the work.
- Ability to make cost studies and estimates.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Maintain a valid driver's license.
- Preferred OSHA (Occupational Safety & Health Administration) certification in construction safety and health, contractor or associate contractor license in a construction trade (building, mechanical, electrical, etc), SESC (Soil Erosion Sedimentary Control) training, LEED (Leadership in Energy, Environmental Design) certification, Constructor or Associate Constructor Certification
- Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

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