

Effective Date: June 26, 1994

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CONSTRUCTION COORDINATOR SUPERVISOR

I. INTRODUCTION**A. Purpose Of This Classification Specification**

This position classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to positions located within the Department of Administration which supervise and manage the construction phase of state building projects. The positions allocated to this classification function as a supervisor as defined under s. 111.81(19), Wis. Stats., as determined by the Wisconsin Employment Relations Commission.

B. Inclusions

This position devotes the majority of its time and is primarily responsible for the supervision and management of Construction Representatives and the construction phase of state building projects. The position is responsible for all "true" supervisory functions and the principal work is different from the subordinates. This position must meet the Qualifications prescribed under Section I.C.

C. Qualifications

Specific qualifications for a position will be determined at the time of recruitment. Positions included in this classification are frequently specialized and may require specific knowledge and skills in one of the recognized engineering disciplines such as structural, architectural, civil, environmental, or mechanical.

D. Exclusions

1. All other positions which do not supervise and manage the construction phase of state building projects.
2. Positions which are not a "Supervisor" as defined in s. 111.81(19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
3. "Management" positions as defined in s. 111.81(13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission

E. Entrance Into This Classification

Employees enter the classification by the competitive process.

II. DEFINITION

Directly supervise at least 2 full time equivalent (FTE) Construction Representatives, manage the construction phase of state building projects, and perform related duties. Authorize decisions that result in contract changes and the commitment of project funds. Perform a full range of quality control over the construction activity of contractors, subcontractors, and consultants. Coordinate the progress of consultants to assure that technical and code requirements of plans and specifications are met. Participate in the recruitment, examination and selection of subordinate staff. Provide oversight and training for lower level staff. Assure that subordinate staff in remote locations are provided direction so that projects are constructed in accordance with plans and specifications, within budget, and on schedule. Administer multiple projects at various locations with a wide range of complexity.

JAB
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