

Effective Date: October 12 , 1997

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

**CONSTRUCTION REPRESENTATIVE
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to positions primarily responsible for the technical project "supervision" and "administration" of state construction projects. Positions allocated to this classification are currently assigned to the Professional Engineering Bargaining Unit per s.111.825(1)(f)(8), Wis. Stats., as determined by the Wisconsin Employment Relations Commission.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses specialized positions primarily at the Department of Administration which devote the majority of their time and are responsible for the technical project supervision and administration of state construction projects. Positions included in this series must meet the Qualifications pre- scribed under Section I.C.

C. Qualifications

Specific qualifications for a position will be determined at the time of recruitment. Education required may include an associate degree in building design, or a building construction trade area, or the completion of a related apprenticeship. Training requirements may include work experience at building construction sites or through an apprenticeship. Licensure requirements may include specific types of inspector licenses. Knowledge of construction techniques and practices, construction scheduling methods, mechanical and electrical systems, structural systems and utilities; field quality control techniques; construction phase documentation, inspection, and enforcement procedures; and state budgeting and financial management systems may be required. Skill may be required in technically "supervising and managing" multiple construction projects while acting as the owner representative; ensuring the construction is completed in accordance with all applicable laws, codes, statutes, administrative requirements, approved programs, schedule and budgets; and managing the design and construction of minor projects. The amount of knowledge, education, work experience or specific licensure requirements will be based on an analysis of the goals and work activities of each position.

D. Exclusions

Excluded from this classification series are the following types of positions:

1. "Management" and "supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that require a Bachelor of Science degree in engineering or equivalent and require a professional engineer responsibility.
3. Positions that do not spend the majority of their time in the technical supervision and administration of state construction projects.
4. All other positions which are more appropriately identified by other classification series.

E. Entrance Into and Progression Through This Series

Employees typically enter this classification series by competitive examination. Progression to the journey level will occur through reclassification.

II. DEFINITIONS

CONSTRUCTION REPRESENTATIVE

Work is performed under close progressing to limited supervision. Positions at this level receive work assignments which have clearly defined objectives; have specific guidelines and instructions available; may involve complex projects from start to finish; and exercise limited discretion in decision making. The level of involvement in any work assignment is based on an assessment of the employee's work by the immediate supervisor.

CONSTRUCTION REPRESENTATIVE-JOURNEY

Work is performed under general supervision. Positions at this level are responsible for technically "supervising and administering" complex multiple projects at various locations. Oversee the performance of contractors and subcontractors who are constructing, renovating, or demolishing state buildings. Provide direction to correct areas where the contractors or subcontractors performance is not in accordance with project's plans and specifications or where construction schedules are not met. Evaluate the performance of the contractors and professional consultants.

CONSTRUCTION REPRESENTATIVE-SENIOR

This classification level is limited to use only within the DEPARTMENT OF ADMINISTRATION. Work is performed under general supervision. Positions at this level are the Lead Worker over Construction Representatives at the Entry, Developmental, and Journey level positions. Assist the Construction Coordinator in designing, recommending and implementing construction phase procedures. Provide direction to subordinates for the implementation of results. Perform duties as described at the Construction Representative Journey level.

III. ADMINISTRATIVE INFORMATION

This classification series was created effective October 12, 1997, and announced in Bulletin CC/SC-74 to describe positions which perform construction representative work for the Department of Administration. The creation of this classification resulted from the Governor's Human Resource Reform Commission

recommendation simplify the classification system. This action resulted in the abolishment of the Construction Representative classification series (class codes 26301 through 26304).

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