

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Construction Technician Supervisor

Definition

Performs supervisory work in the administration of construction activities, managing contracts of projects, and supervising the allocation of human resources and other resources for projects and the residency; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.

Serves as an assistant to the resident construction engineer; assists in planning project schedules, manpower requirements, and equipment needs within a residency; visits assigned projects to ensure adherence to specifications.

Performs daily evaluation and response to employees, department, and public concerns related to construction projects, and risks associated with construction activities; evaluates effectiveness of inspection activities and personnel performance and makes modifications or presents recommendations to superiors.

Oversees resident office inspection staff for a broad range of construction projects, including structures, Portland cement concrete and asphalt cement concrete paving and resurfacing, earthwork, demolition, landscaping, erosion control, lighting, and traffic signals.

Represents the department on issues that require knowledge and understanding of broad-based perspectives and unpredictable responses from all customers.

Supervises the maintenance of related office activities; prepares and directs the preparation of periodic and special reports.

Supervises the contract construction of capital improvement projects including building and allied facilities; conducts pre-construction meetings; recommends modifications in plans and specifications.

Maintains customer focus in the workplace to ensure people inside and outside the department receive quality service.

Implements current and changing technology that applies to measuring, testing, and documenting construction inspection and survey duties.

Reviews final field records on completed projects to ensure compliance with specifications and contracts.

Competencies Required

Knowledge:

- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination – Adjusting actions in relation to others' actions.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Management of Material Resources – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management – Managing one's own time and the time of others.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Mathematics – Using mathematics to solve problems.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited college or university with an associate's degree in civil engineering or a related field, and experience equal to five years of full-time work in engineering survey, construction inspection, materials inspection, or materials.
- 2) All of the following (a and b):
 - a. Three years of full-time work experience in engineering survey, construction inspection, materials inspection, or materials testing; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in civil engineering or a related field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Construction Technician Senior.
- 4) Current, continuous experience in the state executive branch that includes four years of full-time work as a Construction Technician or Highway Technician Senior.

Notes

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Positions in the Department of Transportation require that employees must obtain and maintain a minimum of a valid Class C Non-Commercial Operator's License.

Effective date: 02/22 SA