

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

**CONSTRUCTION TECHNICIAN, SUPERVISOR**

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**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 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; effectively recommends personnel actions related to selection, performance, leaves, grievances, work schedules and assignments and disciplinary procedures; 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 work place in order that 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 of all phases of construction inspection, plant inspection, engineering survey, and project monitoring related to civil engineering or architectural/facility repair or modification.

Knowledge of civil engineering principles and practices.

Knowledge of basic mathematic principles, algebra, geometry, and trigonometry.

Knowledge of standards, specifications, and special provisions of the employing agency.

Knowledge of elementary physical, mechanical and earth science principles.

Knowledge of various types of engineering survey equipment.

Knowledge of basic engineering drawing and drafting techniques.

Knowledge of methods and techniques used in the construction and building trades fields.

Knowledge of occupational hazards and safety precautions related to the duties.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to accurately perform mathematical calculations.

Ability to plan, assign, and supervise the work of a large subordinate staff, as well as train new personnel.

Ability to provide necessary consultation regarding critical project issues; including during non-core working hours.

Ability to work at high volume traffic project sites.

Ability to write and interpret concise technical reports.

Ability to operate personal computers and use applicable programs relating to highway construction.

Ability to deal tactfully and courteously with the public and contractors.

Ability to read and understand engineering plans and specifications.

Skill in the use of equipment related to civil engineering projects.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with an Associate's Degree in Civil Engineering or related field and experience equal to five years of full-time work in engineering survey, construction inspection, materials inspection or materials testing;

OR

qualifying experience may be substituted on a year for year basis for the required education on the basis of 30 semester hours equals one year;

OR

employees with current continuous experience in the state executive branch service that includes experience equal to one year of full-time work as a Construction Technician, Senior or four years of full-time work as a Construction Technician.

**NOTE:**

All of the following apply to Department of Transportation positions only:

Applicants for this classification must obtain and maintain a valid driver's license.

Employees must be available to travel and may be required to stay away from home overnight during assignments.

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

Effective Date: 12/10 BR