

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00156</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Project Field Supervisor</b>	JD FTE Hours:	<b>37.5</b>
Job Family:	<b>Construction</b>		

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### General Description

Responsible for ensuring field operations of capital projects with the University are executed without incident. Provides general expertise in project supervision of trades and ensures all parties involved in projects are apprised of project expectations and deadlines.

### Representative Duties & Responsibilities

- Develop and evaluate critical path schedules, identify occupancy issues, building code requirements, and user move-in requirements.
- Develop, design, and implement the security infrastructure to protect the fixed assets of the University's new capital projects.
- Review and interpret user requirements and define functionality to be incorporated into building design.
- Discuss, clarify, and define various technical issues that arise throughout the course of a large scale construction project.
- Troubleshoot and resolve building envelope and system failures.
- Monitor construction site activities to ensure contract conformance and adherence to the project specifications. Negotiate a compromise between parties when a conflict arises.
- Review cost break-outs and quantifications of proposed design changes to accommodate user requirements, errors, omissions, and site conditions.
- Understand and interpret design specifications, schematics, and drawings of large complex construction projects.
- Format and interpret technical matrices pertaining to building operation systems and end-user requirements.
- Write instructions and specifications for architects and engineers during the design phase of large capital projects.
- Compile detailed logs of site activities and scheduling issues.
- Develop budget analyses and costing reports.
- Provide estimates and prepare tender documents for new construction.
- Complete and submit a variety of forms such as purchase requisitions and work order forms.
- Develop and present training and information sessions.
- Liaise with contractors and the community to mitigate construction disruptions and scheduling.
- Exchange technical information with others.
- Facilitate project meetings with colleagues and consultants.
- Interpret budget projections and forecast for future expenditures.
- Compile and review information pertaining to operating procedures required for bringing capital projects on line.
- Coordinate the start-up of building operations with other University departments.
- Commission new buildings.

### Supervision

- Ensure adherence to quality standards and procedures for short-term staff.

## Qualifications

- 2 year Community College diploma in Construction Engineering or related field.
- Certified Gold Seal designation.
- Requires a minimum of 6 years of relevant experience, includes 3 years experience for Gold Seal Certificate.

## Effort

### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding when creating reports and inputting data into database.
- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
  - Standing to conduct construction site inspections.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents and forms, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Reviewing and interpreting user requirements and defining functionality to be incorporated into building design.
  - Monitoring construction site activities to ensure contract conformance and adherence to the project specifications.
  - Liaising with contractors and the community to mitigate construction disruptions and scheduling.
  - Exchanging technical information with others.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Developing and evaluating critical path schedules identifying occupancy issues, building code requirements, and user move-in requirements.
  - Developing, designing, and implementing the security infrastructure to protect the fixed assets of the University's new capital projects.
  - Troubleshooting and resolving building envelope and system failures.

## Working Conditions

### Physical Environment:

- Occasionally exposed to dust, dirt, grease or oil on construction sites.
- Occasionally exposed to loud or irritating noises from equipment on construction sites.
- Frequently required to work outside in a range of weather conditions when working on construction sites.
- Frequently required to wear protective equipment such as safety shoes, hard hat, and safety glasses.

### Psychological Environment:

- Occasionally required to deal with irate and rude contractors and vendors.
- Frequently required to deal with multiple and simultaneous construction deadlines.

### Health & Safety:

- Uses a ladder to conduct inspections.
- Exposure to hazardous chemicals and materials when conducting inspections.

# Job Description Rating Sheet

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JD #:	<b>JD00156</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Project Field Supervisor</b>	Total Points:	<b>650</b>
Job Family:	<b>Construction</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>6.0</b>	128
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>3.0</b>	21
	4. Interpersonal Skill	<b>4.0</b>	54
	5. Education and Experience	<b>D5</b>	68
	6. Dexterity and Coordination	<b>1.0</b>	3
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>6.0</b>	100
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>5.0</b>	120
<b>Working Conditions</b>	12. Physical Environment	<b>2.0</b>	10
	13. Psychological Environment	<b>1.0</b>	3
	14. Health and Safety	<b>2.0</b>	16