

POSITION DESCRIPTION

CONSTRUCTION REPRESENTATIVE – Journey level
April 2014

Position Number: 027979

POSITION SUMMARY

Under limited direction, incumbents in this job classification have Journey-level experience and training in Construction Administration. Incumbents provide supervision and administration of State construction projects, assuring the work complies with the Construction Documents and is within scope, schedule and budget. Incumbents must have computer skills in keyboarding, word processing, spreadsheet manipulation, and email and data base operations. This position is a multiple site, multiple project Construction Field Position; incumbents are the conduit for all communication with Prime Contractors and are responsible for managing the progress of the Construction Team throughout the Construction and Close-Out Phases of each assigned project. This position is located in the Bureau of Architecture and Engineering, Division of Facilities Development as part of the Construction Oversight Section.

Incumbents are responsible for Construction Administration at multiple locations of multiple projects of varying types, size and/or complexity utilizing the Division of Facilities Development’s (DFD) WisBuild Information System. Responsibilities include overseeing the performance of Contractors who are building, renovating or demolishing State building(s) and/or State building-related infrastructure(s). Duties include leading the Construction Team and providing direct management of all Prime Contractors throughout all aspects of Construction. Incumbents regularly interpret Contract and Construction Documents, providing clarification to Prime Contractors and/or direction regarding non-conforming work. Incumbents review and monitor the Construction Schedule(s) of all Prime Contractors ensuring completeness, accuracy and practicality of tasks along with inclusion of significant start/end dates and project and/or phasing milestones. Incumbents are responsible for conformance with all Project Close-Out procedures; including, but not limited to, inspections, commissioning, punchlist(s), close-out document submittals, and retainage and payment requests.

Incumbents have the ability to review and rate the performance of Prime Contractors and Professional Consultants. Upon request, this review process may include providing recommendations to Management regarding performance, work quality and/or adherence to Contract Documents. Incumbents are knowledgeable of and have the ability to apply all pertinent building, safety, and other codes, ordinances, statutes and/or regulations to identify and resolve violations which may delay, or otherwise affect the project. This includes enforcement of the Division of Facilities Development’s standards for Quality Control, Contract Administration and Project Delivery. The incumbent fulfills pertinent parts of DOA’s statutory responsibilities defined in s. 13.48, s. 16.528, s. 16.53(2), s. 16.85(1) and (2), s. 16.855, s. 16.87 through s. 16.89.

TIME % GOALS AND WORKER ACTIVITIES

- 35% A. CONSTRUCTION ADMINISTRATION – REVIEW, MONITOR AND DOCUMENT ALL PHASES AND ASPECTS OF ASSIGNED PROJECTS. REVIEW ALL CONTRACT SUBMITTALS AND COST PROPOSALS. ASSURE CONTRACTORS AND SUBCONTRACTORS COMPLY WITH CONTRACT AND CONSTRUCTION DOCUMENTS AND ACCEPTED CONSTRUCTION INDUSTRY PRACTICES.
 - A1. Review Construction Documents and develop a working knowledge of project scope, schedule and budget.
 - A2. Schedule and facilitate a Pre-Construction Meeting to review administrative details, contract submittals, policies and procedures, and construction documents prior to the commencement of work.
 - A3. Coordinate and Chair all Projects Meetings; including, but not limited to, Pre-Construction, Pre-Installation, Progress and Close-out Meetings.
 - A4. Monitor shop drawing submittal process and submittal log. Permit no work to proceed without submission and A/E review of shop drawings.

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- A5. Utilize the DFD Wisbuild Information System to manage all contract documentation; Contract Tracking Log, RFI's, FO's, CB's, CO's, PC's, Pay Requests, Issue List, A/E Evaluations, etc.
 - A6. Review Contractor's Reimbursable Labor Rates, Schedule of Values and Project Schedule. Confirm labor rates conform to wage standards and cost breakdowns and schedules reflect the scope of work outlined in the Division Section(s) of the Construction Documents.
 - A7. Maintain electronic files of all project documentation; including, but not limited to, correspondence, samples, tests reports, transmittals, field decisions, approvals, changes, accident reports, and schedules. Keep all documentation current and organized. Accurately file required documentation in the DOA DFD Project File.
 - A8. Require Contractors and Subcontractors maintain as-built drawings. Ensure A/E reviews as-built drawings periodically in conjunction with A/E required Field Inspections.
 - A9. Conduct off-site storage inspections, as required, to determine appropriate storage, quantities and quality of equipment or materials, and proper documentation is submitted.
 - A10. Review periodic Pay Requests and Change Orders to insure that invoiced work is complete and that cost proposals are appropriate.
 - A11. Monitor Issue List to ensure proper resolution of any deficiencies.
 - A12. Direct, review, monitor and document all aspects of Construction Close-Out (refer to Item D for additional responsibilities).
- 30% B. COORDINATION – MONITOR AND/OR DIRECT THE ACTIVITIES, SCHEDULE, TASKS, AND PROGRESS OF THE CONSTRUCTION TEAM (I.E. AGENCY, A/E, CONSULTANTS, PRIME CONTRACTORS, DFD ENGINEERING AND PROJECT MANAGEMENT, MEP INSPECTORS).
- B1. Lead and monitor the planning, scheduling and operations of all work performed by each Construction Team member; identify areas of potential or current conflict and lead group in developing an action plan for resolution.
 - B2. Facilitate the resolution of conflicts between Contractors, Architect/Engineers, Consultants and User Agency.
 - B3. Conduct and/or attend periodic progress meetings, foremen meetings, or other periodic or special meetings to define progress, coordinate work and resolve problems.
 - B4. Establish and maintain communications with User Agency personnel. Coordinate access, shutdown, safety, isolation, and other situations to minimize or resolve problems between Project Construction Operations, User Agency, Clients, and Program Operations.
 - B5. Communicate with Project Management staff and User Agency to resolve potential design problems during construction; document resolution as required. Provide feedback for design and maintenance problems to support reviews/decisions regarding Division Policy and Procedures.

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- B6. Document to the Contractor, or other parties involved, directions given related to claims resolutions, or site evaluation and resolutions. When necessary, issue non-conformance notices to the Contractor for work in variance with the Construction Documents.
- B7. Utilize Construction Coordinator Supervisor, A/E and Consultant resources, and DFD Engineering, Technical, and Project Management staff to evaluate and address problems.

- 15% C. COMMISSIONING – MONITOR AND/OR DIRECT THE ACTIVITIES, SCHEDULE, TASKS, AND PROGRESS OF THE COMMISSIONING TEAM (I.E. DFD’s COMMISSIONING AGENT, AGENCY, A/E, CONSULTANTS, PRIME CONTRACTORS, DFD ENGINEERING AND PROJECT MANAGEMENT, MEP INSPECTORS).
 - C1. Coordinate and direct Commissioning Agent to schedule Commissioning Meeting(s) and prepare Meeting Agenda/Meeting Minutes with Contractors and DFD/MEP personnel.
 - C2. Monitor By-weekly Commissioning Meeting Agenda to insure Construction Verification Checklists are complete on a timely basis and DFD’s Commissioning Agent is reviewing Construction Verification Checklists according to the Commissioning Project Schedule.
 - C3. Attend periodic Commissioning Meetings to ensure Contractors are properly implementing their Quality Control Plans and DFD’s Commissioning Agent is implementing the Commissioning Plan outlined in the Construction Documents.
 - C4. Verify Functional Testing is scheduled per the Commissioning Project Schedule. Verify DFD’s Commissioning Agent and all appropriate DFD staff and/or Consultants witness Functional Testing in accordance with the Contract.
 - C5. Verify applicable Testing and Commissioning of Life Safety Systems, Security Systems, Elevators, and/or any specialty systems are scheduled and performed in accordance with the Contract.
 - C6. Monitor, review and upload to WisBuild all pertinent Waste Management Plans and periodic Waste Management Reports.
 - C7. Verify all Commissioning Documents are included in the Owner’s Operation and Maintenance Manuals and uploaded in the DOA DFD Project File.

- 10% D. CONTRACT CLOSEOUT – DIRECT, REVIEW, MONITOR, AND DOCUMENT ALL ASPECTS OF CONSTRUCTION PHASE SUBSTANTIAL COMPLETION AND PROJECT CLOSE-OUT PROCESSES.
 - D1. Coordinate punchlist(s) and substantial and final completion inspections.
 - D2. Issue Letter of Substantial Completion to Contractor(s) according to the conditions of the Contract.
 - D3. Review all Contractor required Construction Close-Out Documents and Submittals. Verify that all Construction Close-Out Documents and Submittals are uploaded to the WisBuild Submittal Log and/or filed in the appropriate DOA DFD Project File.
 - D4. Communicate to Contractors any deficiencies in Construction Close-Out Documents and Submittals;

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retain sufficient dollar amounts in Contract until requirements are met.

D5. Review and verify all WisBuild items are complete and closed; including, but not limited to completion of CO's, CB's, FO's, PC's, RFI's, Issues List and Final Waste Management Plan.

D6. Review and recommend action on reductions in payment, reductions in retainage and final payment.

D7. Complete Consultant Evaluations in WisBuild.

D8. Review O&Ms and As-Built drawings; verify they have been received by the A/E of record.

5% E. SPECIAL ASSIGNMENTS

E1. Perform special investigations, tasks, or assignments as a service to State Agencies or DFD, as directed.

E2. Participate in scheduled Construction Representative / Construction Coordinator meetings.

E3. Maintain Asbestos Credentials.

5% F. TRAINING

F1. Attend annual Asbestos Supervisor training refresher course. Obtain and maintain Asbestos Supervisor credentials in accordance with DHS's Asbestos Supervisor accreditation program.

F2. Participate in seminars, conferences, and other educational opportunities to gain new skills and improve existing skills. Take advantage of learning opportunities to increase exposure to other skill areas through daily assignments and duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interpret Construction Documents
- Knowledge of construction means and methods
- Knowledge of material mechanics
- Ability to manage multiple projects of varying types, size and/or complexity
- Ability to manage projects for any State of Wisconsin Agency
- Knowledge and work experience in all aspects of Construction Administration
- Skilled in effective verbal and written communication
- Knowledge of asbestos abatement supervision activities
- Ability to initiate, monitor and finalize contract closeout requirements
- Strong interpersonal skills
- Ability to work independently with minimal supervision
- Proficiency in DFD software and technology; MS-Office Suite, MS-Project, WisBuild Information System, Adobe Acrobat/Reader, Smartphone Applications