



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CONSTRUCTION SPECIALIST

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0915

PAY RANGE CODE: [15.2 MC](#) REVISION DATE: 11/30/17

NATURE OF WORK:

This is inspection and administrative work related to construction management. Work involves inspecting residential dwellings, preparing construction plans and ensuring compliance with city building and related codes and ordinances, and overseeing rehabilitation and construction projects. An employee in this classification works with considerable independence and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Inspects dwellings for compliance with federal, state, and local standards.

Prepares construction drawings, specifications, and cost estimates for planned rehabilitation and construction projects.

Acts as liaison between the City and property owners, architects, and contractors to facilitate repair work.

Approves contractors' pay requests and change orders, coordinates inspections of work in progress, and ensures budgetary guidelines are met.

Conducts closings of properties to be demolished and coordinates their demolition.

Performs risk assessments to check for lead-based paint and radon gas in homes.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of City building and related codes and ordinances and the Minimum Dwelling Standards Code.

Knowledge of the materials and practices used in building trades.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to prepare, read, and interpret plans, specifications, and blueprints quickly and accurately and to compare them with building in progress.

Ability to understand oral and written instructions.

Ability to communicate effectively in writing and orally with City personnel, architects, contractors, property owners, and the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand from 51 to 75% of the time; to walk, sit, and type from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, and lift up to 25% of the time.

Ability to use up to fifty (50) pounds of force to move objects up to 33% of the time; to use up to twenty (20) pounds of force to move objects from 34 to 66% of the time; and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Associate's degree or two (2) years of college level education in architecture, construction management, construction engineering, or a related field

AND

Five (5) years of responsible experience in architecture, construction management, construction engineering, or a related field.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily at building sites throughout the City, at times outdoors in all weather conditions, amid noise, working near moving machinery and electrical currents, in high places or confined spaces, in conditions such as fumes, odors, dust, gases, and exposure to chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Facsimile Machine	Telephone
Copier	Tape Measure	Calculator
Level	Lead Detection Unit	Ladder
Radon Measurement Equipment	Camera	Dust Sampling Kit
Drafting Equipment	Two-way Radio	Printer
Scanner		

Previous Revision Date(s): 1/30/07
10/25/07
10/25/12
3/30/17