

# NEW CASTLE COUNTY GOVERNMENT

Number 0349

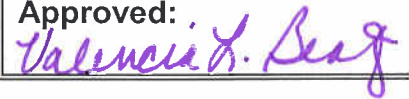
## CLASS SPECIFICATION

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Date 09/26/11

Title: SUPERVISOR OF CONSTRUCTION SUPPORT

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional and supervisory work involving a variety of construction activities under jurisdiction of the Special Services Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the establishment, coordination, development and implementation of construction projects and related work within the County-wide parks, drainage and sewer systems. Responsibilities include design, estimating, scheduling, assigning, inspecting and supervising employees. Other responsibilities include planning, scheduling, horticultural, landscaping or other special projects as needed. This employee has a knowledge of relevant regulatory requirements, including but not limited to the County NPDES storm water permit; the Miss Utility program; the County Capacity, Management, Maintenance and Operations Program (CMOM); DelDOT permitting requirements and DNREC permitting requirements. This employee works under general supervision.

### EXAMPLES OF WORK: (Illustrative Only)

- Assigns, schedules and supervises employees assigned to construction activities including preparation of work order assignments daily; the assignment of all personnel, vehicles and equipment for each work order;
- Reports to work prior to crews, ensuring they are properly equipped and efficiently dispatched upon reporting to work in the morning and provides a daily work log of the same for Dispatch and Division records;
- Assists in the preparation of the operational budget for the section;
- Recommends capital projects and prepares design, cost estimates, layout and completion schedules;
- Manages and supervises construction projects to completion;
- Supervises, trains, instructs and evaluates employees;
- Promotes and provides for the occupational safety of all assigned personnel and equipment;
- Prepares and follows through on orders for materials, equipment and supplies;
- Maintains records and prepares related reports on budget, staffing hours, project costs, equipment, supply records, daily reports, work orders, statistics and other work-related data;
- Assists in developing and implementing policies and procedures;
- Writes specifications for equipment, supplies and other work-related needs;

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- Submits data necessary for Construction, Management, Operations, Maintenance Document (CMOM); may be on call for one hour response time to all sanitary emergencies;
- Responsible for all Miss Utility tickets necessary in Construction Support; submittal and monitoring online, meets on site with other utilities;
- Monitors condition of all vehicles and equipment, ensures necessary maintenance/repairs are completed;
- Assists with replacement schedule based on mechanical aspects of all vehicles and equipment;
- Obtains all necessary permits from DeIDOT to include Wide Load and Utility Road Permits to work on State roads;
- Responsible for monitoring all work that requires DNREC permits such as Sub-aqueous Lands, Well Point and Pumping, Statewide Activity Approval (SAA) permits and ensures that all work is completed according to permit guidelines;
- Maintains up-to-date Certified Construction Reviewer (CCR) License, Confined Space Training, Trench and Shoring Certification;
- Responsible to coordinate with Human Resources concerning Flagger Training, Drug and Alcohol Testing, CDL Substance Testing, Incidents Reports, and Supervisor Investigative Reports (SIR);
- Insures that all drainage work orders are up-to-date and all data entered for annual NPDES Report;
- Works closely with Special Services Engineering Section to insure compliance with the DNREC permit for the Churchman's Complex site;
- Works closely with the Assistant County Engineer in charge of Environmental Operations concerning operations and billing for work completed for the Conservation District;
- Manages and performs special projects as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the basic techniques and methodology of all phases of construction; knowledge or relevant regulatory requirements; good knowledge of basic construction practices, tools and equipment; ability to design, estimate, schedule and complete construction projects; ability to write specifications for materials and equipment for construction needs; ability to read

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*Valencia D. Best*

construction plans, blueprints, utility plans, topographic plans and other construction related plans; ability to inspect work on construction projects; ability to effectively supervise employees; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years supervisory experience in parks and general construction and possession of a Bachelor's Degree from an accredited college or university with major course work in civil, field or agricultural engineering or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Possession of a Certified Construction Reviewer (CCR) License, Confined Space Training and Trench and Shoring Certification within one year of hire or promotion. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 11/01/97  
Revised: 05/01/01  
Revised: 09/26/11