



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2065

FACILITY CONSTRUCTION ENGINEER

GRADE O

SCOPE OF WORK:

Work activities are associated with the responsibility for assisting state agencies, including the North Dakota University System, in planning and developing long-term renovation and building projects; assisting in developing performance-based projections pertaining to those projects; and overseeing renovation and building projects. Work is performed under direction of the Director, Facility Management Division within the Office of Management and Budget.

DUTIES PERFORMED:

- Assist agencies in assessing and determining renovation and building needs.
- Provide consultative advice to state agencies on small renovation projects.
- Review and approve designs provided by contractual architects and engineers for the Facility Management Division and for agencies upon request.
- Develop long-term plans for the renovation of existing facilities or for the construction of new facilities.
- Develop long-range itemized cost projections for future renovation and building projects.
- Work with agencies and OMB budget staff on cost projections for biennial capital budgeting.
- Develop and maintain a computer-aided design system database for the Capitol Complex.
- Design and draft working drawings for small, non-structural renovation projects for Facility Management Division.
- Assist in the evaluation and selection of bids upon request.
- Coordinate with agencies and contractors on multiple projects.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in architecture, architectural or structural engineering, construction management, or a closely related field, and five years of experience, three of which was at a project management level that included working with computer-aided design systems, multiple subcontractors, design forms, and inspectors.

Eff. Date: 03/98

Rev: 07/12 – Conversion to Hay System