



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 2400

CONSTRUCTION COORDINATOR-NATIONAL GUARD

GRADE M*

SCOPE OF WORK:

Provide technical expertise in preparing engineering plans, specifications, and cost estimates in support of the statewide program for the operation, maintenance, construction, and rehabilitation of North Dakota Army National Guard facilities and property. Perform supervisory and inspection activities related to construction, maintenance, and rehabilitation.

DUTIES PERFORMED:

- Provide sketches and layouts supplemented by verbal and written information for the preparation of design drawings of construction projects.
- Review construction plans and specifications for National Guard facilities.
- Prepare requests for proposals and quotations with plans of project.
- Participate in pre-bid and pre-construction meetings, and provide construction features and requirements in terms of methods and equipment policies, regulations and quality standards.
- Coordinate construction operations with contractors and federal, state, and local agencies.
- Inform contractor of requirements and monitor compliance concerning schedules, progress reporting, schedule of values and safety measures.
- Inspect work in progress, and after completion, for acceptability and compliance with specifications.
- Identify and report problems or potential problems and recommend changes to Architect, Engineering Consultants, and Facilities Engineer.
- Investigate need for contract changes, and negotiate costs and availability of funds.

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

MINIMUM QUALIFICATIONS:

Requires an associate degree in architectural, engineering, or construction management technology, and ten years of construction management experience, five years must have included supervisory responsibilities. Must be a Certified Construction Inspector or be certified in occupational fields.

CLASS CODE: 2400

ND Class Specification
Construction Coordinator-National Guard

Eff. Date: 12/94

Rev: 12/96 - Rewritten in current format

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned 7/12; NDAC
4-07-04-11 & 4-07-04-12