



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 8030

HISTORIC SITE CONSTRUCTION SUPERVISOR

GRADE I*

SCOPE OF WORK:

Responsible for the supervision of all remodeling, restoration, or new construction projects undertaken within the state historical site system.

DUTIES PERFORMED:

- Consult with the administration in developing long or short-range construction needs within the site system.
- Maintain cost records of employee salary rates, materials used, time and rate of equipment use.
- Assist in the preparation of project specifications.
- Prepare projects for bid.
- Operate construction equipment on projects undertaken by the State Historical Society.
- Enforce safety procedures on all construction projects.
- Develop sketches and drawings for repairing existing structures or building new structures.
- Perform other duties as required or assigned.

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

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of general construction experience with exposure to a variety of trade areas and with supervisory experience.

Eff. Date: 10/74 – Historical Site Construction Foreman

Rev: 07/78 – Changed to Historical Site Construction Supervisor

Rev: 01/91 – Administrative factoring project

Rev: 03/98 – Rewritten in current format

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