

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4303100

Junior Superintendent of Construction, Grade 13	4303100
Assistant Superintendent of Construction, Grade 15	4303200
Senior Superintendent of Construction, Grade 19	4303300
Associate Superintendent of Construction, Grade 23	4303400

Brief Description of Class Series

Superintendents of Construction inspect materials and work product at State building construction projects for adherence to contracts and to acceptable construction practices to ensure that quality, safety, and other standards are maintained.

Distinguishing Characteristics

The level of Superintendent of Construction is determined by the number of skilled trades overseen; overall number of construction projects supervised; number of direct report staff or contractors; and size of the construction projects overseen.

Junior Superintendent of Construction: non-competitive; assists higher level superintendents of construction in the inspection and field coordination of small State building construction projects and/or small sized portions of large State building construction projects.

Assistant Superintendent of Construction: full performance level; under the direction of the engineer-in-charge, Senior Superintendent of Construction, or other higher level construction supervisor, inspects and conducts field coordination for medium State building construction projects and/or medium sized portions of large State building construction projects.

Senior Superintendent of Construction: first supervisory level; under the direction of the engineer-in-charge or Associate Superintendent of Construction, performs and/or oversees construction supervision, field coordination, and inspections of large State building construction projects.

Associate Superintendent of Construction: second supervisory level; under the direction of the engineer-in-charge, performs and/or oversees construction supervision, field coordination, and inspections of large State building construction projects. Incumbents supervise small, medium and large State building construction projects.

Related Classes

Positions which require the application of professional engineering knowledge and experience to the supervision of construction projects are classified in the Professional Engineer series.

Building Construction Program Managers plan, schedule, and monitor building construction, repair, and rehabilitation projects from planning stages through the completion of construction to assure that proposals meet client needs, are within cost limitations, and project elements are completed per schedule. These positions are classified in the Office of General Services.

Construction Estimators determine building construction costs based on completed plans and specifications at varying design milestones, taking into consideration quantities and types of material to be used in the structure, pricing of various items, wage rates for various classifications of labor, and ancillary costs such as access roads and field office expenses. Incumbents visualize each step in construction from excavation to landscaping and determine the most effective and economical method of performing each phase of construction using guides such as manufacturers' lists, engineering and estimating handbooks and periodicals, and previous construction cost records. They check the drawings and may recommend design changes to reduce building costs. They are also called upon to make comparative studies of construction costs.

Illustrative Duties

Junior Superintendent of Construction

Assists in the construction supervision, field coordination, and inspection of small State building construction projects and/or small sized portions of large State building construction projects to assure adherence to specifications, contracts, and good work standards.

Assists in researching and responding to inquiries from contractors concerning construction and contract interpretations.

Assists in the acceptance, verification, bid solicitation, and inspection of building construction projects and/or inspections of construction projects.

Assists in the review, approval, processing, and maintenance of construction records, progress schedules, and issuance of submittal schedules, orders on contract, and contract payments.

- Reviews and maintains field and electronic construction project records, and reports on the adherence to agency inspection construction schedules.

- Assists in preparing interim and final inspection reports.
- Reviews and maintains time and material records, assists in procurement of construction office and safety supplies, and processes construction contract correspondence.
- Assists in setting up field office files.

May perform additional inspection duties as assigned by a supervisor.

Assistant Superintendent of Construction

Performs all duties described for Junior Superintendent of Construction.

Inspects and coordinates medium State building construction projects and/or medium sized portions of large State building construction projects to assure adherence to specifications, contracts, and good work standards. At the Department of Environmental Conservation, performs similar duties for buildings and other structures which include, but are not limited to, dams, bridges, and boat launches. At the Division of Housing and Community Renewal, monitors the progress of construction projects funded by the agency under the direction of an Assistant Architect or Architect 1.

Reviews field orders, change orders, and all necessary paperwork.

- Verifies that construction is being performed in accordance with approved plans and specifications.
- Performs on-site reviews of construction change orders to verify the legitimacy of the work, the proper cost of the work, and to assist the review of architectural and engineering staff.
- Communicates with on-site personnel concerning any construction issues.
- Performs final verification to assure that work is complete and satisfactory.
- Reviews drawings and conducts field checks to ensure drawings and documents are accurate for bid and that construction projects meet applicable building codes.

May act as supervisor on routine assignments on larger building construction projects.

Senior Superintendent of Construction

Performs all duties described for Assistant Superintendent of Construction.

Supervises Assistant Superintendents of Construction and other staff engaged in construction supervision and inspections.

Performs and/or oversees construction supervision and inspection of large State building construction projects to assure adherence to specifications, contracts, and work standards.

- Reviews, coordinates, and recommends acceptance of contractor's progress schedule. Monitors progress and obtains modified progress schedules.
- Reviews, coordinates, and recommends a schedule of submittals for each project. Monitors for conformity to contract and expedites action where required.
- Coordinates contractor activities to maintain correct sequence of operations. Reviews requests for time extensions for compliance with the contract requirements.
- Performs contract interpretation of drawings and specifications.
- Prepares requests for proposals.
- Advises clients of project status.

Performs field investigations and makes recommendations to supervisor.

- Participates in preliminary scope meetings.
- Compares drawings to field conditions and verifies coordination between project trades.

Responds to emergencies. Investigates and evaluates field conditions and recommends actions.

- Generates emergency bidders list and solicits bids from contractors.
- Performs inspections of emergency building construction projects and/or inspections of construction projects on an emergency basis.

Associate Superintendent of Construction

Performs all duties described for Senior Superintendent of Construction.

Supervises lower-level Superintendents of Construction and other staff engaged in construction supervision and inspections.

Performs and/or oversees construction supervision and inspection of large State building construction projects to assure adherence to specifications, contracts, and work standards. Supervises small, medium and large State building construction projects.

Minimum Qualifications

Junior Superintendent of Construction

Non-competitive: Two years of experience* assisting in the management of the building construction phase for construction projects from the inception to completion. This experience must be in one or more of the following areas: cost estimating, construction planning and scheduling; contract document reading and interpretation, including agreement and conditions, plans and specifications; and/or construction inspection to ensure compliance with building codes for construction projects.

Assistant Superintendent of Construction

Promotion: one year of permanent service as a Junior Superintendent of Construction.

Open Competitive: Three years of experience* assisting in the management of multi-trade construction projects from inception to completion. This experience must be in one or more of the following areas: cost estimating, construction planning and scheduling; contract document reading and interpretation, including agreement and conditions, plans and specifications; and/or construction inspection to ensure compliance with building codes for construction projects.

Senior Superintendent of Construction

Promotion: one year of permanent service as an Assistant Superintendent of Construction.

Open Competitive: Five years of experience* assisting in the management of multi-trade construction projects from inception to completion. This experience must be in one or more of the following areas: cost estimating, construction planning and scheduling; contract document reading and interpretation, including agreement and conditions, plans and specifications; and/or construction inspection to ensure compliance with building codes for construction projects.

Associate Superintendent of Construction

Promotion: one year of permanent service as a Senior Superintendent of Construction.

*Substitution: An associate's degree in engineering, engineering management, engineering science, engineering technology, architecture, architecture technology,

landscape architecture, construction technology, or construction management substitutes for two years of specialized experience; or a bachelor's degree in engineering, engineering management, engineering science, engineering technology, architecture, architecture technology, landscape architecture, construction technology, or construction management substitutes for four years of specialized experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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