

TITLE: CONSTRUCTION ENGINEERING ADMINISTRATOR

CODE: 24765

GENERAL DESCRIPTION:

This is very responsible construction engineering and/or surveying management work involving assistance in the direction of construction inspection and/or land surveying operations.

Work involves responsibility for assistance in the assurance of accurate and timely surveys and/or utility construction inspection. Duties include assisting in-supervising construction inspection and/or surveying groups and in division administration. This position also has the responsibility for making difficult surveying and construction inspection technical and operations decisions. This work requires that the employee have considerable knowledge, skill and ability in surveying and construction inspection methods and supervision.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager of Construction Engineering.

EXAMPLES OF DUTIES:

Schedules, assigns, directs and evaluates employees in a medium size work group. Schedules and oversees the work of construction inspection and/or survey operations. Reviews and signs surveys, as assigned.

Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on work group efficiency and effectiveness.

Assists in drafting the unit budget and controlling and accounting for expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

TITLE: CONSTRUCTION ENGINEERING ADMINISTRATOR

CODE: 24765

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of underground utility construction and/or land surveying.

Good knowledge of public administration principles and practices as applied to a specialized work unit.

Good ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Good ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.

Good ability to lead a work group directly and through an assistant.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

An associate's degree from a recognized college in construction or engineering technology plus ten years of progressively responsible surveying and construction inspection experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must be a Connecticut licensed Land Surveyor, as assigned.

Must have a valid driver's license.