



Baltimore City Department of Human Resources

CONSTRUCTION PROJECT SUPERVISOR I

42221

Enforcement, Protection and
Inspection Division
Inspection and Investigation Branch
Construction Inspection Group

I. CLASS DEFINITION

A Construction Project Supervisor I oversees the scheduling and inspection of one or more major construction projects and expedites the completion of contracted construction. Work of this class involves supervising inspection personnel.

Incumbents receive general supervision from a technical superior. Employees in this class work a conventional workweek. Work is performed in an office and at construction sites where there is occasional exposure to noise, hazardous equipment and extremes of weather. Work requires minimal physical exertion.

II. DISTINGUISHING FEATURES OF THE WORK

The work of this class is distinguished from that of the class of Construction Project Supervisor II in that it involves providing field supervision to the inspection staff and overseeing the implementation of one or more construction projects.

III. TYPICAL EXAMPLES OF THE WORK (The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these examples depending on the organization of work within the agency. This list is not inclusive. A position may require related duties not listed, if necessary, to accomplish the work of the agency.)

Consults with technical staff, consultants, contractors and other City agencies to expedite the completion of contracted construction for buildings, highways, bridges or mechanical, electrical or utility systems.

Supervises the field inspection of projects including assigning and reviewing the work, training, evaluating work performance, disciplining, and providing technical guidance.

Reviews and evaluates construction schedules and recommends adjustments to problems arising during construction.

Analyzes potential delays and claims, recommending appropriate action.

Schedules and conducts pre-construction and progress meetings.

Recommends solutions to problems arising during construction.

Utilizes the computer and business software packages to prepare correspondence relating to projects, manage project workflow and maintain project and vehicle use records.

Performs related work as required.

IV. REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of construction methods, scheduling and materials.

Knowledge of inspection methods.

Ability to interpret construction plans and specifications.

Ability to deal effectively with contractors, engineers, architects and representatives of utility companies and government agencies.

Ability to interpret and explain City contract procedures.

Supervisory ability.

Ability to utilize the computer and business software packages to maintain records, manage workflow and prepare technical correspondence.

V. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Requirements - A bachelor's degree from an accredited college or university and three years of experience in construction inspection, construction supervision, construction engineering or **weatherization, energy conservation work.**

Equivalencies - Equivalent combination of education and experience.

VI. LICENSES, REGISTRATIONS AND CERTIFICATES

A valid Maryland Class C Noncommercial driver's license, or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

NOTE: Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information.

ADOPTED: January 26, 1972

REVISED: March 19, 1975
March 23, 1991
July 17, 1981
December 8, 1981
October 20, 1983
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December 1, 1994
July 11, 1996 (license changed)
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