

NEW CASTLE COUNTY GOVERNMENT

Number 0354

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CLASS SPECIFICATION

Date 08/06/20

Title: CHIEF OF CONSTRUCTION SUPPORT

Approved:



GENERAL STATEMENT OF DUTIES: Manages and supervises the delivery of in-house construction support services, including directing tasks relative to the maintenance, rehabilitation, reconstruction and construction of sanitary sewer, stormwater and drainage infrastructure, parks and other public facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional knowledge and managerial skills to the maintenance, rehabilitation, reconstruction and construction of sanitary sewer, stormwater and drainage infrastructure, parks and other public facilities. Responsibilities include the management and supervision of professional, technical, supervisory and support staff, consultants and contract vendors. Assignments are broad in scope and considerable independent judgement is required.

EXAMPLES OF WORK: (Illustrative Only)

- Supervises, trains, instructs and evaluates employees;
- Reviews plans and specifications for rehabilitation, reconstruction and construction projects;
- Coordinates sanitary sewer, stormwater, drainage, parks, and other public facilities' projects with other department and agencies;
- Prepares and administers the operating budget;
- Investigates complaints and service requests;
- Responds to emergency calls, including nights, weekends and holidays;
- Authorizes work to be performed by personnel and contract vendors, reviews inspection reports and accepts work for payment and final acceptance;
- Attends, speaks at, and/or conducts various public meetings as the official representative of New Castle County;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of planning, construction, rehabilitation, maintenance and reconstruction of sanitary sewer, stormwater and drainage infrastructure, parks and other public facilities; ability to supervise the work of others; ability to plan projects and prepare estimates and specifications; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

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CLASS SPECIFICATION

Title: CHIEF OF CONSTRUCTION SUPPORT

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least five years supervisory experience in construction support services and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering or construction management; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PREFERRED REQUIREMENTS: Licensed by the Delaware Association of Professional Engineers as a Professional Engineer or ability to gain licensure through reciprocity. Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 11/01/97
Revised: 05/01/01
Revised: 08/06/20