

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSTRUCTION PROGRAM ASSISTANT

POSITION CODE: 09525
Effective: 5-1-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs subprofessional field and office work in connection with the enforcement of mandatory requirements of the Federal Grant-in-Aid Program and the State Hospital Licensing Program as they relate to the construction of hospitals and allied medical facilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Meets with hospital administrators and project architects to discuss the form and content of documents necessary to meet state and federal requirements.
2. Assists in reviewing project construction applications and site survey and soil investigation data; verifies that submitted material is complete and correct.
3. Inspects proposed construction sites to determine that mandatory federal, state, and local requirements have been satisfied; determines that zoning requirements have been met and that available utilities are adequate for the proposed facility.
4. Reviews construction plans and specifications for compliance with relevant sections of the Public Health Code and applicable federal requirements.
5. Maintains records of all changes, orders and contracts submitted for each project; prepares and maintains records of changes in project values as a result of modifications of project specifications.
6. Participates in field inspections of projects at various stages of completion; assists in determining extent of compliance with approved plans and specifications.

CONSTRUCTION PROGRAM ASSISTANT (Continued)

7. Participates in the preparation of records and reports pertaining to hospital construction projects; assists in preparing and assembling all final contract documents for submission to the United States Public Health Service.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years college, with courses in engineering and mathematics.

Knowledges, Skills and Abilities

Requires working knowledge in the engineering or construction field.

Requires working knowledge of construction plans and specifications.

Requires working knowledge of modern methods and techniques of building construction and construction materials.

Requires working knowledge of federal and state laws and regulations governing hospital construction projects.

Requires ability to interpret construction plans and specifications.

Requires ability to inspect work in progress and determine extent of compliance with approved plans and specifications.

Requires ability to understand and apply relevant state and federal regulations in regard to the Federal Grant-in-Aid Construction Program.

Requires ability to participate in the preparation of records and reports pertaining to hospital construction projects.

Requires ability to maintain good working relationships.