

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CONSTRUCTION SUPERVISOR II

POSITION CODE: 09562
Effective: 8-1-81

DISTINGUISHING FEATURES OF WORK:

Under direction, in all regions of the State, plans, coordinates, reviews and supervises the operations of maintenance lead workers or subordinate construction supervisors, craft workers, laborers and equipment operators engaged in the construction, development repair and maintenance of parking lots, picnic grounds, roads, bridges, in parks and memorials, and nature and conservation areas; ensures that funds appropriated are in compliance with all governing regulations, codes and specifications in all regions of the State.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs preliminary engineering surveys with level and transit to determine proper and ideal location for construction projects; prepares tentative plans, estimates and specifications; prepares material lists for buildings, trails and campgrounds.
2. Reviews plans of private contractors to ensure compliance with objectives of project; checks and determines that estimate does not exceed proper amount of money appropriated.
3. Supervises and advises maintenance lead workers or lower level construction supervisors, craft workers, and semiskilled and unskilled laborers in the construction of grades, fills, culverts, cuts, drainage systems and other general construction work.
4. Supervises and instructs mechanics and equipment operators in the operation, maintenance and repair of bulldozers, conveyers, small crawler tractors, back hoes, scoops, high lifts, tree spades, brush cutters, stump cutters, spreaders, earthmovers, loaders, two-ton trucks and other equipment and machinery; prepares emergency requisitions for supplies and parts; purchases small quantities directly.
5. Spot-checks the progress of various departmental construction projects throughout the State regularly to determine quality and quantity of work accomplished; confers with project supervisors on more complex problems encountered in construction.

CONSTRUCTION SUPERVISOR II (Continued)

6. Supervises the preparation of necessary records and reports such as staff hours worked, equipment inventory, equipment rental, short form contract payments, work unit completion charts, minor plans and preliminary layout and construction costs.
7. 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 developmental equivalent to completion of four years of high school, with coursework in advanced mathematics, blueprint reading and surveying.

Requires two years supervisory experience in roadway, park or other related public works construction.

Knowledges, Skills and Abilities

Requires extensive knowledge of the operation and maintenance of all types of heavy construction equipment.

Requires working knowledge of the use and application of levels, transits and reference tables used in land surveying.

Require ability to plan, supervise and coordinate construction/reconstruction and maintenance operations in the most efficient and economical manner and to maintain specified standards of quality.

Requires ability to maintain records and prepare reports.

Requires ability to prepare estimates of materials, supplies, equipment, time and staff needed for various projects.