



STATE OF IDAHO
invites applications for the position of:

DPW Construction Representative

SALARY: \$19.50 - \$21.50 Hourly
\$40,560.00 - \$44,720.00 Annually

DEPARTMENT: Department of Administration

OPENING DATE: 03/17/21

DESCRIPTION:

The Department of Administration is dedicated to providing responsive, cost effective, and timely support services to Idaho's policy makers, public agencies and state employees as they serve Idaho citizens.

Looking for a solid work/life balance, great benefits, and an opportunity to serve the great state of Idaho? The Division of Public Works (DPW), within the Department of Administration, has an immediate opening for a Construction Representative in Pocatello. Construction Representatives are the eyes and ears of assigned projects and are an invaluable part of the design and construction team. With projects valued up to \$70,000,000, Construction Representatives are critical to providing project reports, ensuring proper accountability and meeting the expectations of our customers.

*This announcement will remain open until the position is filled.

This Permanent classified position also includes a comprehensive benefit package including: PERSI Retirement Benefits, Medical/Dental Benefits and Life Insurance for both the employee and eligible dependents. Paid time off includes vacation and sick leave that begins accruing immediately upon hire and Holiday pay.

This position is located in Pocatello and will require travel to sites in the surrounding area using a state-owned vehicle, however overnight stays are rare.

EXAMPLE OF DUTIES:

- Reviews proposed project plans and specifications to verify code requirements;
- Identifies construction problems or design errors;
- Schedules and conducts pre-bid conferences to explain state contracting procedures, pre-construction conferences to discuss contract requirements, and coordinates meetings to discuss project progress;
- Coordinates construction activities among property owner, state offices, department, contractors and design team;
- Monitors state buildings and facilities during active construction to assure compliance with plans and specifications, and building and safety codes;
- Reviews all aspects of architectural, structural, electrical and mechanical equipment as construction work proceeds;
- Assesses building projects and specialized aspects such as roofing systems and asbestos removal to ensure code and contract compliance; develops field reports;
- Notifies design professional of defective work;
- Reviews and approves construction change authorizations and cost estimates;
- Reviews project pay requests and recommends disbursement of funds;
- Compiles and prepares records and reports;
- Assists in preparing alteration and repair recommendations for departments;
- Assesses disaster-related damage to state buildings.

MINIMUM QUALIFICATIONS:

Good knowledge of: state and local building codes including International Code Council (ICC) Commercial Building Code; electrical and plumbing codes, and ANSI.

Some knowledge of: construction contract administration; construction site development; new construction energy conservation requirements; commercial roofing systems installation and maintenance; commercial construction, demolition, and remodel procedures.

Experience: utilizing commercial construction and repair practices, materials, and equipment; coordinating and monitoring construction projects; inspecting and insuring compliance with codes and contracts of commercial building contracts; reading commercial blueprints and interpreting plans and specifications.

Valid driver's license.

SUPPLEMENTAL INFORMATION:

Please note: The successful candidate will be required to pass a fingerprint-based background check.

This position will also interact with a diverse customer base and must be able to interact in a non-partisan manner when working in political environments.

Thank you for your interest in employment with the Department of Administration!

If you have questions about this position please contact us at:

Email: humanresources@adm.idaho.gov

Phone: 208.332.1819

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. If you need special accommodations to satisfy testing requirements, please contact Human Resources at (208) 332-1819.

Preference may be given to veterans who qualify under state and federal laws and regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #07073
DPW CONSTRUCTION REPRESENTATIVE
KT

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

DPW Construction Representative Supplemental Questionnaire

- * 1. Please describe how you have gained: A- Good knowledge of State and local building codes including the International Building Code, electrical and plumbing codes, and ANSI; B- Experience inspecting and insuring compliance with codes and contracts of commercial building contracts. This is typically gained by formal training covering these codes AND at least three years of work experience as an inspector for an architectural firm, or code compliance officer, construction company owner, construction foreman or superintendent that provided the related background conducting inspections for COMMERCIAL BUILDING compliance with codes and commercial building contracts.

- * 2. Please describe how you have gained some knowledge of construction in the following areas: A- Construction contract administration; B- Construction site development; C- New construction energy conservation requirements; D- Commercial roofing systems installation and maintenance; E- Commercial construction, demolition and remodel procedures. This is typically gained by formal training and/or college coursework in each of the areas indicated, OR three years of work experience that provided a basic understanding of these areas.

- * 3. Please describe your experience in the following areas: A- Utilizing commercial construction and repair practices, materials, and equipment; B- Coordinating and monitoring construction projects; C- Reading commercial blueprints and interpreting plans and specifications. This is typically gained by at least three years of work experience as a construction foreman or similar position actually performing the functions indicated.

- * 4. Do you currently have, or have the ability to obtain, a valid Idaho drivers license?

- Yes
- No

* Required Question