

Class Code: 04262

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES –
HUMAN RESOURCES ENTERPRISE**

CONSTRUCTION/DESIGN ENGINEER, SENIOR

DEFINITION

Performs technical engineering program management work and oversees other engineers, technicians or contractors in the design, construction, maintenance and operation of buildings, utilities, earthwork and related facilities; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Confers with departmental and institutional personnel concerning program requirements for proposed construction, maintenance, repair or alterations to existing and new facilities; provides technical advice to a higher level manager regarding engineering/architectural design of new and existing facilities.

Prepares written engineering analysis and assessment plans and specifications regarding general structural, mechanical or electrical design compliance to various codes and regulations; recommends conceptual design changes to consultant plans.

Reviews advanced plans and specifications for engineering/architectural features of construction projects and coordinates complex construction projects from proposal to completion; reviews and evaluates plans and specifications prepared by architectural/engineering firms to determine compliance with sound professional practices and established standards, codes and regulations; reviews the requirements for plumbing, sewage, water supply, electrical and electronic equipment, elevators, air conditioning, heating and ventilating for proposed and existing structures.

Analyzes and recommends solutions to non-routine maintenance problems for state agencies or other entities; evaluates the existing conditions of state or other buildings in relation to structural, mechanical and electrical design work.

Visits sites to observe construction or alteration in order to insure compliance with approved plans and specifications; prepares progress reports and keeps superiors informed as to the status of projects.

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions and reassignments.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of building engineering, including one or more specialized areas such as mechanical, electrical or structural engineering.

Knowledge of state building codes, rules and regulations.

Knowledge of the materials, methods, practices, machinery, tools and equipment used in large-scale construction work.

Knowledge of mechanical, electrical and environmental systems; computer systems as applied to environment and energy management.

Knowledge of modern methods and techniques of installation, operation and maintenance of mechanical equipment.

Knowledge of modern security requirements particularly as applied to design concepts, perimeter security and security related equipment.

Ability to prepare complete engineering plans and specifications for a variety of building facilities.

Ability to determine the adequacy of building design from standpoint of one or more specialized areas such as mechanical, electrical or structural engineering.

Ability to determine, from an inspection of existing facilities, the feasibility of proposed alterations or additions.

Ability to organize and coordinate construction projects.

Ability to plan and participate in the work of subordinate professional and technical assistants in the development of plans and specifications.

Ability to read, interpret, and accurately obtain necessary information from engineering related source documents/data such as design plans and specifications, scientific and technical journals and reports, and other reference materials to document proposals or theories, search for precedents, seek out alternative procedures, etc. for assigned engineering problems or projects.

Ability to assist in the planning, organizing, and overseeing the work of lower level staff.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major course work in architecture, or in civil, mechanical, architectural or a related engineering field, and experience equal to six years of full-time engineering work in the design and construction of buildings, utilities, earthwork, or related facilities and structures;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full time work experience for each year of the required education to a maximum substitution of four years;

OR

possession of a valid Professional Engineer license recognized by the Iowa board of Engineering Examiners and four years of the above described professional experience;

OR

possession of a certificate of registration as a Professional Architect recognized by the Iowa Board of Architectural Examiners and four years of the above described professional experience.

SELECTIVE CERTIFICATION

For certain designated positions, the Appointing Authority, with Iowa Department of Administrative Services-Human Resources Enterprise approval, may selectively request those applicants possessing a minimum of twelve semester hours of education or six months of experience or a combination thereof in one of the following areas:

- 007 agricultural engineering
- 014 architecture
- 097 civil engineering
- 222 fire protection engineering
- 223 construction engineering
- 224 work with Iowa building codes, fire codes and handicapped accessibility regulations
- 281 hydrology

- 394 mechanical engineering
- 650 sanitary engineering
- 657 soil conservation
- 761 water engineering

Applicants desiring to be considered for these positions should be sure to list applicable course work and experience on the application.

Effective Date: 03/08 DF



Class Code: 00761
80761

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

SAFETY OFFICER

DEFINITION

Performs professional level work planning, directing and promoting a safety and occupational health program in a state department or institution; regularly inspects facility for actual or potential hazards and violations of state/federal occupation health and safety laws, regulations and accreditations; reports findings to administrators and conducts educational programs; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Develops and implements safety policies, interprets safety laws, rules and regulations and prepares related reports; complies with federal/state regulations regarding processing of accident/safety reports.

Conducts fire prevention and safety inspections of department/institutional facilities to identify hazardous conditions, potential safety hazards and prepares inspection reports.

Investigates injuries, accidents and incident reports to determine probable cause and prepare recommendations for correcting unsafe conditions and report to management.

Maintains fire, accident and incidents reports to ensure to validate accuracy of data for use in program evaluation; analyzes accident/injury reports to identify potential/actual hazards so they can be corrected and personnel informed about safety precautions.

Investigates employee/resident complaints of alleged health and safety hazards; reports findings to management officials, supervisors and employees, and recommends corrective action.

Facilitates annual inspection of the facility by the State Fire Marshall's office or other relevant fire prevention entities; escorts and/or provides needed assistance in the conduct of such inspections.

Develops and conducts training programs on occupational health and safety for employees and updates as necessary; promotes program by speaking to interested parties on a request basis about safety and health and safety topics.

Operates sound level meters, combustible gas indicators, and related testing and sampling equipment used in inspections.

COMPETENCIES REQUIRED

Knowledge of the safe operation of industrial or construction machinery and equipment and associated hazards.

Knowledge of principles/techniques of accident prevention and the application of industrial safety devices.

Knowledge of basic safety courses, fire codes/prevention methods, mechanical, electrical and chemical safety inspection procedures.

Knowledge Federal and state Occupational Safety and Health Acts and regulations.

Ability to identify safety hazards and develop corrective safety measures and devices.

Ability to analyze occupational safety/health data (e.g., accident reports) and recommend corrective action.

Maintain effective working relationships with management, labor and employees.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in occupational and environmental health, engineering or human resources management;

OR

four years of full-time professional work experience in human resources/safety administration (i.e. development and implementation of a safety program, accident prevention, loss control, facility inspection, employee training);

OR

an equivalent combination of qualifying education and experience totaling four years.

Effective Date: 9/08 JG

Class Code: 04363

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

ARCHITECTURAL TECHNICIAN 1

DEFINITION

Performs architectural, interior design and space planning drafting and design work pertaining to the construction or modification of state owned buildings and facilities; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Reviews contractors' shop drawings to insure compliance with specifications and contract agreements by checking them for technical accuracy according to accepted guidelines and precedents.

Works with customers to gather facts, identifies and defines design and space planning problems, conceptualize possible solutions and secure approval of proposals. Furnishes advice and develops design documents to initiate and modify architectural, interior design and space planning solutions.

Prepares specifications for construction or interior design contracts to allow bidders to submit accurate bids by including proposal forms, advertisements, and general conditions.

Performs design drafting including preliminary drawings, working drawings, and full detail drawings for architectural, structural, and mechanical work associated with building construction or improvement projects.

Provides finish selections including color palettes, carpet and wall finishes, lighting and other various interior selections.

Works with customers to determine special accommodations needed to fulfill the requirements of the Americans With Disabilities Act (ADA). Incorporates special accommodations into proposed designs.

Travels to construction sites to inspect construction work in progress and to clarify the drawings and specifications for the contractors.

Inspects state facilities to insure that proper maintenance procedures are being followed or to initiate procedures.

Oversees maintenance personnel in minor remodeling programs carried on by State agencies to insure that proper practices and procedures are followed in accord with the approved specifications by visiting the site and providing interpretations of the specifications as needed.

COMPETENCIES REQUIRED

Knowledge of construction documents and drawings and usage related to building construction or modification.

Knowledge of architectural and interior design principles and practices as they relate to building construction or alteration.

Knowledge of, and ability to apply, current ADA code requirements.

Ability to analyze design problems, conceptualize solutions and recommend creative solutions.

Ability to prioritize multiple projects and priorities.

Knowledge of construction operations and practices as they relate to building construction and interior design.

Knowledge of building materials, their proper usage and limitations, and associated costs.

Knowledge of the proper adjustment, care, and maintenance of assigned office and drafting equipment.

Ability to use a variety of drafting equipment, e.g., architect scale, engineer scale, lettering guide, pen, pencil, chart tape, triangle, T-square, curves, ink, electric eraser, etc., if required for the job.

Ability to illustrate ideas in one and two-dimensional drawings, maps, charts, and graphs.

Ability to read, understand, and interpret construction documents and drawings.

Ability to read, understand, and interpret contracts and contractual requirements.

Ability to relate construction drawings and documents to actual construction operations.

Ability to express thoughts and ideas clearly and concisely both orally and in writing in order to explain project requirements, specifications, and design.

Ability to establish and maintain effective working relationships with contractors, sub-contractors, and other agency employees.

Skill in the use of standard or computer aided draft design (CADD) drafting equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a degree in architecture, interior design or architectural engineering;

OR

an equivalent combination of education and experience substituting one year of work experience in architecture, interior design or architectural engineering for one year (thirty semester hours or its equivalent) of the required education with a maximum substitution of four years.

NOTE

Selected positions will require a degree in either architecture, interior design or architectural engineering.

Effective Date: 5/03 JG

Class Code: 00786
60786

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES ENTERPRISE

PUBLIC SERVICE EXECUTIVE 4

DEFINITION

Performs supervisory management work directing a program or an organizational segment thereof that constitutes a bureau or division and represents a major part of an agency's total operations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Collaborates with other managers, division administrators and department directors on operational problems that influence agency management/organization and serves as a key resource person in evaluating and recommending solutions to problems, both financial and administrative.

Directs program operations through subordinate managers; selects or participates with considerable weight in the selection of subordinate managers and key program employees; represents management in dealing with employee grievances/complaints and other matters pertaining to employment relations.

Develops policies/procedures for improving coordination among subordinated managers and establishes operational control measures to obtain information and data required for decision-making.

Reviews, modifies, or rejects changes in functions, structure, position design, staffing levels, and related actions proposed by subordinated managers; establishes functional work activities and organizational relationships desirable in meeting specific goals/objectives.

Develops plans/procedures to ensure that subordinate managers follow through with various government-wide programs (e.g., equal employment opportunity, career development, performance appraisals, etc.) to achieve the equitable treatment of employees.

Develops/maintains effective working relationships with a broad spectrum of key officials outside of the immediate organization to generate executive, legislative and related support for management decisions on program priorities/goals.

Provides input in on proposals from inside/outside the agency regarding new or revised legislation/regulations that have a direct impact on program(s) directed.

Resolves a broad spectrum of general administration problems not covered by precedent or established policies.

COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements of the organization serviced.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, data processing and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

Ability to deal effectively with persons representing widely divergent backgrounds, interests and points of view.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Ability to coordinate and integrate the work activities of diverse unit managers.

Ability to analyze organizational and operational problems and develop timely and economical solutions.

Ability to represent the activity both within and outside the organization and to gain support for the agency's program goals.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and experience equal to six years of full-time progressively responsible management oriented work in a recognized administrative support area, e.g., finance, personnel, engineering, law, regulation, human resource management, data processing, program research or evaluation;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full-time work experience as above for each thirty semester hours of the required education to a maximum substitution of four years;

OR

graduation from the Iowa Certified Public Manager Program may substitute for one year of education or one year of experience;

OR

substitution of eighteen semester or equivalent hours of graduate level coursework in a management oriented curriculum, e.g., Public or Business Administration for each year of the required experience to a maximum substitution of two years;

OR

substitution of twenty-four (semester or equivalent) hours of graduate level coursework in a special program curriculum, e.g., Social Work, Law, Education, Engineering, etc., for each year of the required experience to a

maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to one year of full-time work as a Public Service Executive 3 or comparable management level position;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to two years of full-time work as a Public Service Executive 2 or comparable management level position.

SELECTIVE CERTIFICATION

For designated positions the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a minimum of twelve semester hours of education, six months of experience, a combination of both, or a specific certification, license, or endorsement in the following areas:

- 097 civil engineering
- 223 construction engineering
- 227 building and fire code experience
- 354 law degree
- 356 labor relations/employment law
- 662 structural engineering

For designated positions, the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing the following as issued by the state board of engineering examiners:

- 873 licensed professional engineer

Applicants wishing to be considered for such designated positions must list applicable coursework, experience, certificate, license, or endorsement on the application.

For a designated position, the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a minimum eighteen months of experience, in the following areas:

- 615 direct sales

Applicants wishing to be considered for such designated positions must list applicable coursework, experience, certificate, license, or endorsement on the application.

NOTES

For purposes of selective certification 615, direct sales is defined as the direct solicitation of potential customers through route sales, territorial management or sales supervisory experience and the convincing or them to purchase the purchase the products or service (i.e., consumer products, business products, equipment, services, etc.).

Experience as a sales clerk or cashier in a department or other store, restaurant, or other enterprise is not considered as qualifying experience.

Effective Date: 06/10 DDF