



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**CONSTRUCTION SPECIALIST**  
(HISTORICAL SERVICES)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
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### GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the re-construction, modification and repair of buildings historic sites and related structures for the historical services division. Reports to the Parks Projects Supervisor.

### ESSENTIAL JOB FUNCTIONS

Responsible for a variety of interior and exterior construction, historic renovation and maintenance work on historic sites, buildings and museum exhibit cases. Performs maintenance, repair and restoration work on museum/historic buildings and sites using hand and power tools and related building maintenance equipment, following professional guidelines for historic property preservation, department policies and procedures, and local, state and national building codes and standards.

Responsible for the effective supervision and administration of assigned staff to include performance management, employee relations, training, prioritizing and assigning work and related activities. Trains and provides guidance direction and instruction in finished carpentry in general and specialty areas; inspects work performed and assists with recruiting and selection activities.

Plans major carpentry projects on historic buildings and museum exhibit cases; reviews plans, sketches and blueprints to determine dimensions, methods, materials and procedures; provides labor and material estimates for projects. Attends planning sessions/meetings; assists with material estimates; coordinates delivery of materials or picks up materials when appropriate.

Constructs foundations and concrete piers for buildings; operates backhoe and bulldozer to dig footings, backfill and grade soil; sets batter boards; places and finishes concrete; installs steel reinforcements; and lays bricks and blocks. Performs carpentry work to include framing; drywall installation, exterior siding, roofing materials, flooring, ceramic tile, cabinetry and countertops; and skilled finish work. Constructs small buildings and related structures from sketches, drawings, and plans.

Operates, on a regular basis, carpentry equipment such as drills, hammers, screwdrivers, chain saws, lathes, planers, shapers, jointers, band saws, sprayers and other related construction tools; operates a truck to transport equipment, tools and supplies. Responsible for the general upkeep of equipment and maintenance facilities.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Historical Construction - Knowledge of the principles and techniques of historic restorations as needed to assess structural problems and make necessary corrections. Knowledge of the procedures and methods for building, altering, repairing, and maintaining various structures, equipment, fixtures, and/or furniture as needed to construct and maintain properties and equipment. Knowledge of city codes, ordinances, and city and federal regulations regarding building construction, renovation and historic preservation as needed to construct and maintain historic properties.
- Equipment Operation - Thorough knowledge of the proper procedures for operating, inspecting and maintaining tools related to construct and maintain properties and equipment.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.
- Supervision - Considerable knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

## REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of tasks with reasonable speed and accuracy.
- Critical Thinking - Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.

## REQUIRED ABILITIES

- Manual Labor - Ability to perform heavy manual labor for long periods of time, and in all types of weather conditions.
- Communication - Ability to communicate ideas effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.

## **EDUCATION AND EXPERIENCE**

Requires an Associate's Degree in Architecture or Drafting and 5 years of experience in finished carpentry work, building maintenance and construction as well as 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a sex offender criminal history check and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL HAZARDS**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances.