



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FAIR BOARD PROJECTS ADMINISTRATOR

Job Number: 20000476  
Job Code: 11700V000101  
Job Group: 1100 - SKILLED TRADES  
Job Established: 05/01/1987  
Job Revised: 02/24/2006

Grade: 14	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$18,075-\$23,944 - Hourly	<b>NONE</b>
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assesses, develops, recommends and superintends construction, renovation and major repair projects on behalf of the State Fair Board; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have six years of experience as construction superintendent, engineer or architect.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience as listed above or experience as a construction estimator and/or supervisor of one or more trades crews in major construction, major renovation and/or major repair projects will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Inspects agency facilities to document deficiencies or assesses the desirability of proposed alteration or improvement projects. Prepares project projections including, but not limited to cost, complexity, and length for use by agency management in developing capital construction funding request and establishing priority for funded projects. Testifies before legislative committees concerning the various capital construction funding requests. Works with the Finance Cabinet in the development of plans and specifications and in the oversight of actual implementation. Participates in the bid review process on behalf of the agency. Personally plans, designs, and oversees smaller projects not requiring Finance Cabinet approval. Secures quotes and recommends vendor selection for such projects. Schedules the various contractors and monitors their progress to assure prompt effective service. Reviews contractor documentation and inspects construction prior to approval for payment. Carries out, interprets, develops and enforces state and agency policy and procedures with reference to assigned area. Responsible for seeing that projects are implemented in the most efficient and economical manner possible. Has continuing contact with contractors, Finance and Administration engineers and architects, legislators, agency managers and other public officials to explain assigned areas. Responsible for overseeing the collections, compilation, preparation and maintenance of all records and reports with respect to construction, renovation and major maintenance activities on behalf of the Fair Board. Responsible for the design of parts of facilities improvement and for the construction thereof.

**UNIQUE PHYSICAL REQUIREMENTS:**

Work requires light physical activity such as walking, stooping, bending and climbing in the inspection process. Employee will be exposed to heat, cold, noise and other conditions inherent to a construction site.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Employee will be exposed to heat, cold, noise and other conditions inherent to a construction site.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*