

## BUILDING PROGRAM SPECIALIST

DESCRIPTION: Positions in this class provide technical expertise to builders, architects, homeowners and/or business owners for purposes of achieving compliance with state or federal program requirements; often times relating to complex criteria necessary to obtain state or federal funding or special designation status. Positions in this class are the technical expert on the assigned building programs.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Architect class in that this position is not responsible for approving plans or specifications for architectural structural components.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews plans and specifications of proposed construction or remodeling projects for purposes of compliance to specific agency programs.

Consults with builders, architects, engineers, municipalities, homeowners and business owners relating to projects that may qualify for program funding or special designation status.

Inspects buildings, construction projects in progress, or plan specifications of proposed projects for purposes of assessing compliance with specific agency programs. Confers and advises with involved parties, recommends changes for compliance.

Provides technical assistance to builders, architects, engineers, homeowners, business owners and state or federal agencies relating to agency specific programs.

Works in a liaison capacity with Federal agencies and/or other state agencies regarding state and federal programs relating to building program components.

Provides information to local government entities, trade organizations, or the public regarding the complex criteria to qualify for federal or state funding or programs.

Prepare reports specific to building program components.

Works with Federal program officials and local municipal program officials.

May generate diagrams and/or renderings to aid in project reviews.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the agency, its organizations, mission and goals.

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Ability to: present complex program information and requirements to professionals, homeowners, architects, engineers, business owners, municipalities, and agency staff; analyze and make judgments and recommendations based on review of plans, visual inspection, and dialogue with others; interpret regulations and laws.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: Specific complex program requirements, regulations, architecture drawings, construction, the building process, architecture, building codes, building programs.

Ability to: work on multiple projects at a time, meet expected timeframes.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

A bachelor's degree in architecture, construction management or related field is preferred AND 2-5 years experience working with technical building program elements.

**SPECIAL NOTE:**

Positions in this class must comply with all statutes and Nebraska Administration Code relating to the State of Nebraska Engineers and Architects Regulation Act, including, but not limited to Neb. Rev. Statutes 81-3401-81-3455, with particular emphasis to 81-3420 and 81-3421.