



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CAPITAL CONST PROJECT ADMIN

Job Number: 20001406

Job Code: 70420V260416

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 06/01/1989

Job Revised: 04/16/2026

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Plans, assigns, supervises, and reviews professional architectural or engineering work on capital construction or maintenance projects. Provides professional approval for design and construction work and coordinates the execution of capital construction projects with the Finance & Administration Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience as a licensed professional architect, licensed professional engineer, licensed professional landscape architect or certified interior designer.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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

Must be licensed as a professional architect by the Kentucky Board of Architects <https://boa.ky.gov/> OR, must be licensed as a professional engineer by the Kentucky Board of Engineers & Land Surveyors <https://kyboels.ky.gov/> OR, must be registered as a professional landscape architect by the Kentucky Board of Landscape Architects <https://kbla.ky.gov/Pages/Index.aspx> OR, must be certified as a Certified Interior Designer by the Kentucky Board of Architects <https://kyboa.ky.gov/> Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

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.*

Reviews, inspects, and coordinates the design and construction of major construction or maintenance projects. Reviews the work of others in the administration of capital constructions projects. Reviews professional architectural or engineering design work. Provides recommendations based on desired project outcome. Provides approval of designs and onsite review of construction work or other repairs. Provides regular project updates and status reports to managers and executive staff. Tracks all project expenditures to ensure project is staying within budget and scheduled timelines. Works with agency in the development of programming needs for building projects. Reviews proposed budgets for capital construction projects. Performs professional architectural or engineering work and oversees the activities of professional and technical personnel in the planning, design, construction, and maintenance of structures and facilities. Organizes and conducts meetings with user agencies and consultants in the design and construction of major projects. Develops and maintains documentation of and for projects. Explains procedures in the production of capital construction projects. Processes pay documents for consultants and contracting firms related to the design and construction of projects. Inspects construction projects to evaluate the quality of work, adherence to time schedule and construction plans and specifications. Interprets, applies, and assists in development of departmental policies. Schedules and attends final inspections.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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

Work typically is in an office setting and at construction sites. Work at construction sites may involve exposure to conditions common to construction sites, such as dirty and dusty environments, asbestos, dynamite, and noise, which may require the following of safety procedures. Extensive travel is generally required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.