## **INVENTORY OF SKILLS** GOVERNMENT REPRESENTATIVE

Name	Date:	
FORMAL TRAINING	Date Completed	
Contract Administration for Construction Contract Construction Inspection Managing for Excellence Supervising for Excellence SMClassification of SoilsLevel I Soil Compaction for Field Control Concrete Fundamentals	S	
KNOWLEDGE AND SKILLS* Contract Administration Requirements	Engineering Requirements	
<ul> <li>Knows NRCS Policy</li> <li>Authority and Responsibility</li> <li>Federal Contract Clauses</li> <li>Local Contract Clauses</li> <li>Construction Schedule</li> <li>Documentation</li> <li>Inspectors Duties</li> <li>Government Representative Duties</li> <li>Diary Entries</li> <li>Reports</li> <li>Show Sites to Bidders</li> <li>Lead Preconstruction Conferences</li> <li>Modification Preparation</li> <li>Prepares Payment Estimates</li> <li>Safety and Health</li> <li>Assemble As Built records</li> </ul>	<ul> <li>Specifications and drawings</li> <li>Design Report</li> <li>Geology</li> <li>Soil Mechanics</li> <li>Earthwork Construction and Testing</li> <li>Concrete Construction and Testing</li> <li>Drainfill Construction and Testing</li> <li>Drainfill Construction and Testing</li> <li>Pipe Installation</li> <li>Reinforced Concrete</li> <li>Corrugated Metal</li> <li>Welded Steel</li> <li>Material Certification</li> <li>Tolerances</li> <li>Equipment Performance</li> <li>Instrumentation</li> <li>Surveys Required</li> </ul> 4 = applies independently; & 5 = proficient	

References to use in determining skills:

National Engineering Manual, Part 512 (construction), Part 540 (field surveys) National Contracts, Grants & Cooperative Agreement Manual, Part 517 (contract administration) National Engineering Handbook 19, Construction Inspection Engineering Field Handbook Occupational Safety and Health Regulations for Construction, Part 1926 EXPERIENCE (Show all the projects on which you have worked up to a maximum of ten contracts. These should be your most recent contracts. Make sure you include all of your variety of experience in contracts listed. Add additional items when necessary.)

Contract	Date	Work Items**
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Approved, Technical Supervisor

Date

\*\*Work Items may be abbreviated:

- CO = Concrete, Major
- RCP = Reinforced Concrete Pipe
- CT = Concrete Baffle Inlet Riser
- CMP = Corrugated Metal Pipe
- SPP = Structural Plate CMP
- CP = Cathodic Protection
- RW = Relief Wells

- EF = Earthfill
- TD = Trench Drains
- BD = Blanket Drains
- FD = Filter Diaphragm
- DT = Drain Tile
- APP = Armored Plunge Pool
- IB = Impact Basin RWP = Riprap Wave Protection
- **RBS** = Riprap Bank Stabilization
- OP = Open Channel
- REC = Recreation
- FC = Federal Contract
- LC = Local Contract