

**INVENTORY OF SKILLS
GOVERNMENT REPRESENTATIVE**

Date: _____

Name

FORMAL TRAINING

Date Completed

Contract Administration for Construction Contracts	_____
Construction Inspection	_____
Managing for Excellence	_____
Supervising for Excellence	_____
SM--Classification of Soils--Level I	_____
Soil Compaction for Field Control	_____
Concrete Fundamentals	_____
_____	_____
_____	_____

KNOWLEDGE AND SKILLS*

Contract Administration Requirements

Engineering Requirements

Knows NRCS Policy
 Authority and Responsibility
 Federal Contract Clauses
 Local Contract Clauses
 Construction Schedule
 Documentation
 Inspectors Duties
 Government Representative Duties
 Diary Entries
 Reports
 Show Sites to Bidders
 Lead Preconstruction Conferences
 Modification Preparation
 Prepares Payment Estimates
 Safety and Health
 Assemble As Built records

Specifications and drawings
 Design Report
 Geology
 Soil Mechanics
 Earthwork Construction and Testing
 Concrete Construction and Testing
 Drainfill Construction and Testing
 Pipe Installation
 Reinforced Concrete
 Corrugated Metal
 Welded Steel
 Material Certification
 Tolerances
 Equipment Performance
 Instrumentation
 Surveys Required

* 2 = understands; 3 = needs supervision; 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

