

**AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 28**

CERTIFICATION BODY OF KNOWLEDGE

The following Body of Knowledge is for both the Level I and Level II certification examinations results from the Role Delineation Study conducted by Professional Testing Corporation dated December 2012.

PRE-CONSTRUCTION

1. Meet with the subcontractor
2. Review past project files
3. Review site logistics
4. Review project specifications
5. Review a geotechnical report
6. Review drawings
7. Review an environmental study
8. Review an RFP
9. Review building codes
10. Review licensing requirements
11. Prepare a budget for a project
12. Create project schedules
13. Calculate quantities
14. Review subcontractor bids
15. Obtain a building permit
16. Prepare a proposal
17. Prepare bid lists
18. Prepare in-house estimates
19. Review bid document
20. Review bid document package
21. Contact subcontractors about projects
22. Locate materials suppliers
23. Visit project sites
24. Manage LEED
25. Facilitate Pull-Plan session for Lean
26. Develop an emergency evacuation plan

CONSTRUCTION

27. Review submittals
28. Review safety program
29. Review policies and procedures
30. Review signed contracts
31. Review insurance
32. Conduct a safety analysis
33. Practice an emergency evacuation plan

34. Coordinate project documents
35. Order construction supplies
36. Determine the equipment for the job
37. Prepare a Request for Information (RFI)
38. Prepare subcontract documents
39. Hire subcontractors
40. Draft contracts
41. Prepare a submittal
42. Review submittals
43. Coordinate trade submittals
44. Create a submittal log
45. Maintain a submittal log
46. Prepare a change order
47. Prepare project logs
48. Update project logs
49. Distribute project logs
50. Work with project superintendent
51. Conduct client progress meetings
52. Conduct subcontractor progress meetings
53. Arrange for delivery of supplies
54. Review a schedule
55. Edit a schedule
56. Update a schedule
57. Prepare schedule projection reports
58. Prepare cost reports
59. Conduct a job site walk through to develop a punch list
60. Assign punch list items to responsible parties
61. Verify punch list completion
62. Obtain approval of punch list items
63. Maintain project administration in a database
64. Conduct a safety inspection of a job site
65. Coordinate commissioning requirements
66. Coordinate demobilization of a site
67. Prepare close-out documents
68. Review subcontractor invoicing
69. Prepare pay applications
70. Write meeting minutes
71. Distribute meeting minutes
72. Track costs
73. Forecast costs for completion
74. Prepare cost reports
75. Review cost reports
76. Track payments from clients
77. Respond to request for payment from subcontractor
78. Respond to request for payment from suppliers
79. Conduct quality control inspections

80. Perform risk mitigation activities

HUMAN RESOURCE MANAGEMENT

- 81. Develop job descriptions
- 82. Interview prospective employees
- 83. Hire employees
- 84. Conduct annual performance reviews
- 85. Discipline employees
- 86. Terminate employees
- 87. Conduct team building exercises
- 88. Assign tasks to employees

April 18, 2013