

## **Body of Knowledge**

The following Body of Knowledge is for both the Level I and Level II certification examinations results from the most recent Role Delineation Study.

### **PRE-CONSTRUCTION**

### **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.

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

**Revision History:**

Last Revision: 02/26/2022