



Table 34 – Organizational Roles

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Definition

Organizational Roles are the technical positions occupied by the participants, both individuals and groups, that carry out the processes and procedures which occur during the life cycle of a construction entity.

Discussion

The key concepts underlying Table 34 are the scope of responsibility given to a participant within a given project context and the participant's job function, considered largely without regard to areas of expertise, education, experience, or training. Some organizational roles imply specific areas of expertise, but in general those subjects are addressed more fully by Table 33 – Disciplines. A participant can be an individual, a group or team of individuals, a company, an association, an agency, an institute, or other similar organization.

Combining Organizational Roles with entries from Table 33 – Disciplines, can further define a participant in the process of creating and sustaining the built environment. An example would be an Electrical Contracting (discipline) Supervisor (organizational role).

Examples

Executive, Supervisor, Owner, Architect, Cost Estimator, Specifier, Contractor, Administrative Assistant, Operator, Apprentice, Team, Committee, Association

Table Uses

Specifying and estimating construction and maintenance costs for building elements, identifying workers and estimating associated labor costs needed in the performance of specified procedures, project management and planning.

Table Users

Project managers, cost estimators, facility managers, designers, contractors.

References

AIA Information Classification System, Part 2, Hierarchical Listing, May 1, 1989

ISO 12006-2, Table 4.15 Construction agents (by discipline)

Uniclass Table B - Subject Disciplines

U.S. Department of Labor, Bureau of Labor Statistics, 2010 Standard Occupational Classification (SOC)

U.S. Department of Commerce, Census Bureau, 2012 North American Industry Classification System (NAICS)

United Nations Statistics Division, International Standard Industrial Classification (ISIC) Rev. 4

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2012 DRAFT OmniClass Table 34 - Organizational Roles					
Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-10 00 00	Entrepreneurial Roles				Responsible for building capital through risk and/or initiative.
34-10 11 00		Owner			Responsible for the purchase, acquisition, or collection of an item through funds or other means.
34-10 11 11			Developer		Responsible for the renovation and re-leasing of existing buildings or the purchase of land for the purpose of improvements and resale.
34-10 11 14			Corporate Entity		Responsibility of ownership is spread among members of the separate legal entity such as businesses, charities or clubs.
34-10 11 17			Public Entity		Responsibility of ownership is disbursed to an overseeing government and other public/government owned corporation.
34-10 21 00		Partner			Responsible for mutual ownership of a business, service or item with another individual(s) through an agreed upon alliance or contract.
34-11 00 00	Management Roles				Responsible for getting people together to accomplish a set of desired goals or objectives using resources and personnel effectively.
34-11 10 00		Strategic Management Roles			Responsible for the development of goals and initiatives to be met as well as long-term planning.
34-11 10 11			President		The leader (often elected or appointed) of an organization, company, club, trade union, or country.
34-11 10 11 11				Vice President	Responsible for the replacement the president on the event of his or her death, resignation or incapacity.
34-11 10 14			Chairperson		Responsible for presiding over meetings of the an assembled group and the conducting of its business in an orderly fashion.
34-11 10 17			Board Member		Responsible for attending, offering input
34-11 20 00		Operational Management Roles			Responsible for the execution developed goals and initiatives to be met through staffing and acquisitions.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-11 20 11			Executive		Responsible for the day-to-day managing of a company or corporation as the senior manager or highest level of management.
34-11 20 14			Officer		Responsible for the oversight and management of a specific element of a company or corporation. May also be an executive in the case of chief executive positions such as Chief Executive Officer (CEO), Chief Financial Officer (CFO), or Chief Operations Officer (COO).
34-11 20 17			Director		Responsible for overseeing and managing a department or collection of managers based on a specific task or initiative.
34-11 20 21			Manager		Responsible for overseeing or managing staff on a specific task or initiative.
34-11 20 24			Supervisor		Responsible for the direct oversight of staff on a specific task or initiative. Typically would report to a manager or director for additional guidance.
34-11 20 27			Coordinator		Responsible for the direct coordination of elements assigned to a specific task or initiative. Typically would report to a supervisor or manager for additional guidance.
34-11 20 31			Scheduler		Responsible for the development of a work plan and planning benchmarks in order to complete a specific task or initiative within a designated period of time.
34-11 20 34			Project Lead		Responsible for collecting and organizing different staff or volunteers to address a specific task or initiative. May also be referred to as a Team Leader.
34-20 00 00	Development Roles				Responsible for the design, planning, organizing and reviewing of building projects and construction tasks.
34-20 11 00		Design Roles			Responsible for the development and creation of methods for new ideas, items, or systems.
34-20 11 11			Architect		Responsible for the planning, designing and oversight of the construction of buildings.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-20 11 21			Engineer		Responsible for the application of scientific and mathematical principles in developing solutions to technical problems.
34-20 11 31			Designer		Responsible for the creation of tangible or intangible objects or ideas.
34-20 11 41			Specifier		Responsible for the documentation of construction methods and materials used to execute a design.
34-20 21 00		Planning Roles			Responsible for the design and creation of methods for utilizing land or other limited resources to maximize efficiency.
34-20 21 11			Planner		Responsible for the layout and use plans for land or other tangible spaces.
34-20 21 14			Cost Estimator		Responsible for the planning of expenses both before and during a project.
34-20 21 17			Scheduler		Responsible for the planning of time and order in which steps can be completed.
34-20 31 00		Surveyor			Responsible for the observation and recording of site conditions.
34-20 41 00		Contract Administrator			Responsible for the oversight and execution of all contracts and agreements within a construction project.
34-20 51 00		Observational Roles			Responsible for the oversight and review or work or tasks about to be completed, in the process of completion or recently completed.
34-20 51 11			Reviewer		Responsible for the review of plans for tasks or projects to be completed.
34-20 51 14			Review Board		Group responsible for the review of plans for tasks or projects to be completed. Often the review is specific to a single task or purpose such as historic appropriateness or code compliance.
34-20 51 17			Inspector		Responsible for the review of tasks or work recently completed.
34-20 51 21			Observer		Responsible for the review of tasks or work during completion.
34-35 00 00	Execution Roles				Responsible for the procurement, construction, and execution of plans for a building project or construction task.
34-35 10 00		Procurement Roles			Responsible for the execution of all processes of a products design, from initial creation through sale.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-35 10 11			Manufacturer		Responsible for the production of a product or service as developed by a designer and/or fabricator.
34-35 10 14			Fabricator		Responsible for the initial creation of a product or service.
34-35 10 17			Distributor		Responsible for the distribution of a product or service.
34-35 10 21			Supplier		Responsible for the sale and delivery of products or services. May also be referred to as Vendor.
34-35 10 21 11				Product Representative	Responsible for the promotion and knowledge of a product or product line and the ability to aid in both selling and supporting design roles in utilizing the product.
34-35 10 24			Buyer		Responsible for the purchasing of a product or service through money or other means of procurement.
34-35 15 00		Construction Roles			Responsible for the assembly and erecting of a building, project or site base on designs and plans.
34-35 15 11			Contractor		Responsible for the duties set up within a contracts signed with another organization or individual for the construction of a building, project or site.
34-35 15 14			Sub Contractor		Responsible for specific duties set up within a contract with another contractor or for an organization or individual on behalf of a contractor.
34-35 15 17			Project Engineer		Responsible for overseeing elements of a project that cross between engineering principles and project management and leading technical workers who contribute to the building of structures or products.
34-35 15 21			Tradesperson		Responsible for the execution of a specific trade or task within the construction or a building or product.
34-35 15 21 11				Craftsperson	Responsible for the execution of a specific craft, trade or art.
34-35 15 21 14				Journeyman	Responsible for a trade or craft and has been fully educated and has completed an apprenticeship.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-35 15 21 17				Apprentice	Responsible for small tasks and support in return for on-the-job training or credit towards a career or licensure within a vocational trade.
34-35 15 24		Laborer			Responsible for the execution of assigned general tasks.
34-35 15 24 11				Skilled Laborer	Responsible for the execution of assigned general tasks that require a level experience or training to complete.
34-35 15 24 14				Unskilled Laborer	Responsible for the execution of assigned general tasks that require no level experience or training to complete.
34-35 15 27		Installer			Responsible for the installation of an item or system.
34-35 15 31		Operator			Responsible for the set up, programming and oversight of a system while functioning.
34-41 00 00	Utilization Roles				Responsible for the oversight, management, operation, and maintenance of a facility once constructed and in use.
34-41 14 00		Facility Use Roles			Responsible for the oversight and planning of a facility's use and repair.
34-41 14 11			Facility Manager		Responsible for the oversight and planning of operations that take place within a facility.
34-41 14 14			Facility Maintenance		Responsible for the oversight and planning of maintenance that take place within a facility.
34-41 14 17			Facility Engineer		Responsible for the oversight and planning of systems that take place within a facility.
34-41 31 00		Facility Service Roles			Responsible for the activates and services that take place within a facility.
34-41 31 11			Custodian		Responsible for the general cleaning and waste removal within a facility. May also be referred to as Janitor or Housekeeper.
34-55 00 00	Support Roles				Responsible for execution of tasks to support, supplement, or improve upon the work of other occupations.
34-55 11 00		Administrative Service Roles			Responsible for the planning, direction, or coordination of one or more administrative services of an organization or business.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-55 11 11			Administrative Assistant		Responsible for various forms of administrative support to other individuals within an organization or business.
34-55 11 14			Receptionist		Responsible for the welcoming, greeting and oversight of a building or event's entry or waiting area for visitors, patients, or clients.
34-55 11 17			Records Manager		Responsible for the management of records within an organization or business.
34-55 11 21			Intern		Responsible for small tasks and support in return for on-the-job training or credit towards a career or licensure. For interns within trade or vocational jobs, see Apprentice under Construction Roles
34-55 11 24			Assistant		Responsible for support or assistance on a specific task and often under the direct guidance or supervision of a superior.
34-55 11 27			Trainer		Responsible for the education and training of employees or volunteers.
34-55 14 00		Professional Service Roles			Responsible for the execution, development, or planning of specific tasks that require a specified education or minimum amount of experience with on-the job training.
34-55 14 11			Consultant		Responsible for providing professional or expert advice on a topic.
34-55 14 14			Librarian		Responsible for the collection, achieving, and coordination of a library or collection of resources and information for easy and repeatable access.
34-55 14 17			Draftsperson		Responsible for the production of drawings (physical or digital) of plans, designs, or details.
34-55 14 19			Marketing Roles		Responsible for the promotion of an idea or item for the purposes of resale or awareness.
34-55 14 19 11				Salesperson	Responsible for the sale of an item or service.
34-55 14 22			Financial Roles		Responsible for the oversight and execution of financial transactions.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-55 14 22 11				Accountant	Responsible for the disclosure of financial information to managers, investors, tax authorities, or others responsible for the allocating or disbursement of resources.
34-55 14 22 14				Banker	Responsible for the execution of investments or financial transactions. May also be referred to as Financier.
34-55 14 22 17				Record Keeper	Responsible for the official narrative of history.
34-55 14 22 21				Bookkeeper	Responsible for the recording of financial transactions.
34-55 14 24			Lawyer		Responsible for the review, execution, and oversight of legal proceedings on behalf of a client, entity, or government office.
34-55 14 27			Agent		Responsible for the actions of another in specific matters as defined by a contract or agreement.
34-55 14 31			Specialist		Responsible for providing information or knowledge of very specific topic.
34-61 00 00	Group Roles				Responsible for the development, oversight, or execution of tasks through teams or numerous individuals of select disciplines.
34-61 11 00		Teams			A formal or informal group of individuals responsible for executing a task or tasks.
34-61 11 11			Task Team		A formal group developed to address a single task. Often an appointed group as a subset of a board or committee.
34-61 11 21			Task Force		A formal or informal group of individuals responsible for the complete development and execution of a task or series of tasks related to a single outcome.
34-61 21 00		Boards			A formal group of individuals responsible for the oversight and maintenance of a specific interest.
34-61 21 11			Board of Directors		An elected or appointed group of individuals with a common interest or discipline responsible for the oversight and operational planning of a specific interest.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-61 31 00		Committees			An appointed group of individuals with a common interest or discipline responsible for the development, operational planning, and possible execution of plans or tasks set forth by a board or executive.
34-61 31 21			Ad Hoc Committee		A special group of individuals with a common interest or discipline often responsible for a time sensitive or pending task or operational plan that does not allow for the proper appointment or election process of members.
34-61 41 00		Business Organizations			An established business or institution with the intent of deriving profit or benefits directly from the sales or acquisitions of goods and services produced through a developed strategic plan.
34-61 41 11			Corporation		A business created under state laws as a separate legal entity that has privileges and liabilities that are distinct from those of its members.
34-61 41 21			Partnership		A business set forth through an arrangement where multiple parties agree to cooperate to advance mutual interests.
34-61 41 31			Sole Proprietorship		A business owned and operated by a single entity or single person.
34-61 41 41			Joint Venture		A business set forth through a contract in which multiple parties agree to develop, for a finite time, a new entity and new assets by contributing equity.
34-61 41 51			Single Purpose Entity		A business or legal entity created to fulfill narrow, specific, or temporary objectives. Typically set up by companies to limit financial risk.
34-61 51 00		Nonprofit Organizations			An established business or institution that uses surplus revenues to achieve its goals rather than distributing them as profit or dividends.
34-61 51 11			Association		A group of individuals who voluntarily enter into an agreement to accomplish a purpose.

Number	Level 1 Title	Level 2 Title	Level 3 Title	Level 4 Title	Definition
34-61 51 21			Foundation		An established entity for the collection and disbursement of donated funds for the support of other organizations, or to provide a source of funding for its parent organization's charitable efforts.
34-61 51 31			Union		An organized group of a similar discipline that work together for the purpose of improving their own discipline's working condition and pay.