

PROJECT ENGINEER

DEFINITION

Provides technical engineering support and manages projects in pre-construction, construction and close out.

TYPICAL DUTIES

Manages all aspects of project delivery and coordination of construction projects including planning, design, budgeting, scheduling, labor compliance and closeout activities.

Evaluates architectural and engineering proposals and provides execution, contracting and awarding strategies and recommendations.

Reviews and responds to requests for clarification (RFC), change order proposals (COP), and change directives (CD) for quality assurance and merit.

Prepares cost estimates and negotiates a fair and reasonable cost for extra services obtained from commissioned architects/engineers and for change orders submitted by contractors.

Reviews contractor baseline schedules including analysis of critical path and recovery schedules, to monitor construction progress, report potential issues, and ensure projects are delivered within approved timelines.

Reviews and monitors applications for payment, and performs fiscal management of project resources.

Conducts constructability reviews for compliance with District standards, Division of the State Architect (DSA), and building code requirements.

Provides technical support and management of project closeout and certification processes, including design and construction coordination, packaging submittals, monitoring financial and administrative activities, and facilitates DSA approval.

Assists in the development of standards and specifications for the design or construction of new facilities, and the repair and modernization of existing facilities.

Performs site walks to verify field conditions and monitors construction activities for compliance with contract documents and safety standards.

Coordinates progress meetings between site administrators, community representatives, public agencies, and District departments during all phases of construction.

May monitor the Storm Water Pollution Prevention Plan (SWPPP) and ensure that projects meet and comply with State Requirements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Project Engineer provides complex technical engineering support to a higher-level administrator and manages projects in pre-construction, construction, and closeout.

The Resident Construction Engineer is the primary administrator of the District's Contract for Construction relative to the assigned construction project.

An Associate Project Engineer II provides technical engineering assistance to project management staff to ensure project complies with District standards.

SUPERVISION

Administrative direction may be received from a Resident Construction Engineer, Senior Resident Construction Engineer or higher-level administrator. General direction may be given to the architect, contractor and other project related staff. Functional direction is exercised over areas of responsibility.

CLASS QUALIFICATIONS

Knowledge of:

- Construction engineering and management related to school building and modernization
- Principles of construction estimating and scheduling (i.e., Critical Path Method)
- Change order management and claims mitigation
- Occupational Safety and Health Administration (OSHA) Safety Standards
- Division of the State Architect (DSA) processes and policies
- Off-site work and pertinent permit process and procedures
- Professional Service agreements
- Preparation of bidding documents and project close-out and certification
- Principles of organization, management and supervision
- Database systems (i.e., Expedition)
- District standards and legal provisions governing the construction and modernization of school buildings
- Preparation of architectural and engineering specifications and related contract documents
- State and local building codes and their application to school construction
- Applicable local, State, and federal laws, rules, regulations, and policies governing public contract administration processes

Ability to:

- Effectively communicate and coordinate with all parties related to the project
- Identify potential issues and coordinate to resolve them
- Plan, coordinate, and provide leadership when necessary during all phases of the project
- Prepare clear and concise written communications in order to support and explain decisions and recommendations
- Conduct meetings when required and prepare minutes to effectively document the proceedings
- Work effectively with commissioned architects and engineers, District personnel, contract professionals, and representatives of public agencies
- Provide technical review as necessary

ENTRANCE QUALIFICATIONS

Minimum qualifications for Project Engineer can be met in either one of the following ways:

Education and Experience:

Graduation from a recognized college or university with a bachelor's degree, in architecture, engineering, construction management, or business administration AND four years of project/construction management experience in a public works, educational, or commercial building program with responsibility for coordinating projects ranging in construction value from \$4M and above.

OR

Graduation from high school or evidence of equivalent educational proficiency AND eight years of project/construction management experience in a public works, educational, or commercial building program with responsibility for coordinating projects ranging in construction value from \$4M and above. A Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI) is required within nine months of employment.

Special:

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-10-22
MHO