

RESIDENT CONSTRUCTION ENGINEER
SENIOR RESIDENT CONSTRUCTION ENGINEER

Class Codes
1628
1635

DEFINITION

Administers District terms and conditions of the construction project relative to the scope, performance, cost and administrative requirements of the Contract for Construction for a new construction project.

TYPICAL DUTIES

Manages, oversees and coordinates all facets of the construction phase of a school facility project including mobilization, construction, and closeout.
Plans, organizes, directs and reports project management activities and progress to upper management.
Coordinates with all pertinent public agencies during construction to comply with all off-site work.
Manages both the project budget and schedule to meet the District's qualitative standards.
Performs day-to-day contract administration including assisting the Senior Project Managers in bid analysis, pre-construction meetings and related award coordinating activities.
Reviews contractors' initial construction schedule, submittals, schedule of values, and responds to contractor inquiries.
Manages and coordinates project team, District staff, and contractors in communicating directives and ensuring the project scope is built according to plans, specifications, and cost limits.
Reviews substitution submittals from contractors to ensure specification requirements are met.
Responds to requests for clarification from contractors and keeps a log of such requests.
Negotiates with contractors to achieve a fair and reasonable cost for change orders and reviews their impact on the project.
Rejects defective work.
Reviews and monitors applications for payment, and performs fiscal management of project resources.
Administers provisions of Professional Service Agreements between architects and the District.
Coordinates District delivery of related fixtures, furniture and equipment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Senior Resident Construction Engineer is the primary administrator of the District's Contract for Construction on more complex and higher value new construction projects.

A New Construction Manager provides managerial and construction oversight to multiple Resident Construction Engineers and Senior Resident Construction Engineers.

A Facilities Project Manager II directs and participates in school building, modernization, or deferred maintenance projects; directs the implementation of projects; and solves problems that impede project progress.

SUPERVISION

Administrative direction is received from the New Construction Manager. General direction is given to the architect, contractor and other project related staff. Functional direction is exercised over areas of responsibility as set forth in the contract and bidding documents.

CLASS QUALIFICATIONS

Knowledge of:

School design and construction processes including contract administration
Professional service agreements, bidding documents, and contractual requirements applicable to public works projects
Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures
Principles of organization, management and supervision

Ability to:

Effectively solve conflicts
Plan, coordinate, and provide leadership in the construction of complex construction projects
Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors
Prepare clear and concise written communications in order to support and explain decisions and recommendations
Conduct meetings and provide effective leadership to the construction project members

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, construction management, or business administration. Possession of a valid Certified Construction Manager (CCM) credential may be substituted for the required education.

Experience:

Resident Construction Engineer:

Five years experience in project/construction management of commercial and/or public/educational facility construction with full responsibility for coordinating complex projects ranging in construction value from \$8M and above is required.

The following work experience is preferable:

- ▶ Experience utilizing Building Information Modeling (BIM)
- ▶ Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- ▶ Experience with Division of the State Architect (DSA) construction/design processes

Senior Resident Construction Engineer:

Seven years experience in project/ construction management of commercial and/or public/educational facility construction with full responsibility for coordinating complex projects ranging in construction value from \$20M and above is required.

The following work experience is preferable:

- ▶ Experience utilizing Building Information Modeling (BIM)
- ▶ Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- ▶ Experience with Division of the State Architect (DSA) construction/design processes

Special:

Either of the following are preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers, or;
A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI).

AND

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

SPECIAL NOTES

1. Resident Construction Engineer classification is a management class, exempt from bargaining units.
2. Some or all Senior Resident Construction Engineer positions may be designated as Senior Management.
3. An employee in these classes may be subject to the reporting requirements of the District's 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
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