

Job Description for: Constr Engineer III

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20003904 07/14/2007 08/01/1975 G 2 012

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Provides engineering direction and control of one or more assigned projects within a construction division area of operations, and is responsible for preplanning, scheduling, execution and close out of these projects.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Assigned projects may vary in scope from limited technical complexity in outlying areas to moderate technical complexity in accessible areas. Incumbent is responsible for pre-planning and development of appropriate cost and jobsite controls. Is also responsible for engineering direction of actual construction phase of projects which may include Service Organization, Vendor Representatives and Contractor Personnel on supervised or Turnkey contracts. This direction involves control of scheduling, development of construction methods, accountability for progress and costs, utilization of manpower and material, and physical inspection of workmanship for compliance with plans and specifications. He may be assigned special problems pertaining to functions peculiar to the construction department when his past experience will be beneficial in resolving them, or he may be assigned to work under the direction of another engineer in the division or with department staff members on general problems which will tend to round out his experience,. Financial responsibility is to the extent of seeing that assigned projects are completed within approved funds. He has authority to authorize material issues, and make equipment assignments to projects under his control. Supervision may be received either directly from the Division Superintendent or from the Engineer under whose direction he has been assigned to work. Contacts outside the construction department will consist of District Engineering, General Office Engineering, Project Engineers, M&S, MS&T, Utilities, Project Proponents, Accounting, AIDD, and Contractor Representatives.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION

JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

A. Reviews and analyzes correspondence relating to project planning, critical path plan, project proposal, estimates, item

lists, L/M's, drafting schedule, site plan, foundation plans, construction methods and materials, general arrangement of equipment and piping specifications and scope of work; develops data and information pertinent thereto, either as requested by the Project Engineer or as deemed advisable from a construction viewpoint, and initiates correspondence to rectify errors, oversights or delays.

B. Develops a detailed construction schedule, or critical path plan based on complete drawings and material delivery schedules; estimates or verifies estimates for contract labor, senior staff labor, shops labor, motor equipment, construction equipment, and field materials; compares estimated construction cost with balance of appropriation; and initiates a request for a project re-estimate or supplemental appropriation for any indicated over-run.

C. Analyzes project for Arab Contract and Service Organization manpower breakdown and drafts detailed Arab Contract Scope of work; prepares or reviews and revises A.O.C. prepared Arab Contract Fair Price Estimates; participates in contract explanation; reviews bids and recommends contractor selection.

D. Selects and directs layout of material yard; initiates material requests, tool and equipment orders and work orders; and performs similar work required to start construction and initiate subsequent phases of construction.

E. Coordinates and controls project construction by continuous inspection of work progress for quality, workmanship, and conformance with plans and specifications, inspection and review of material status, review of expenditures vs. progress status; review and analysis of time sheets, overtime reports, equipment usage reports, material usage reports and similar actions essential to assuring the construction schedule is met and that the work conforms to plan; and recommends and initiates corrective action.

F. Prepares and negotiates either miscellaneous work order contracts or amendments to contract to cover either additions or deletions to the Arab Contract Scope that may develop during the course of construction.

G. Compiles or directs the compilation of various records pertaining to project activity such as project pictures, monthly narrative status of construction, contractor performance reports, damage to material or equipment, accident, personal injuries, and financial status reports.

H. Certifies the accuracy and validity of documents such as contract payment authorization, material transfers, equipment usage and overtime reports.

I. Checks out the completion of construction; verifies that tests and inspection are complete; checks to see that final clean-up and removal of excess material has been performed; arranges acceptance meeting and obtains necessary signatures on Acceptance Report; notes any exceptions and takes corrective action on items within scope of work or as required by code;

analyzes charges for Accounting and aids in accounting reconciliation including final inventory.

J. Provide work direction to lower classified personnel.

K. Performs functions outlined in detail on attachments

entitled Duties of Construction Engineer (pages 1 to 20 inc.) as indicated under Column III, and at the level denoted by the Analysis of Work Accomplishments of Construction Engineers (pages 1 to 2 inc.).

L. Performs other similar or related functions as required, with the ability of the incumbent.

M. This is a work direction level position.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A. Education: Graduate Engineer.

B. Experience: Position requires a minimum of five (5) years experience in construction, design or project management.

(c) Language Requirements: A knowledge of the Arabic language is desirable but not required.