UNIVERSITY OF SOUTHERN CALIFORNIA
Capital Construction Project Engineer
Job Code: 181471

Grade: 00
OT Eligible: Yes
Comp Approval: 3/11/2014

JOB SUMMARY:
Supports construction project managers in administration and coordination of projects including planning, organizing, controlling and reporting to ensure goals and objectives of projects are accomplished within prescribed cost, quality and contract parameters. Plans and coordinates detailed aspects of project work.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Works on multiple projects of moderate size or portions of major projects. Assists construction project managers in administration and coordination of projects to ensure goals and objectives of projects are accomplished. Provides technical and contract management support to project manager during the design, construction, and closeout phases of project. Oversees closeout of contract.</th>
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<td>Prepares scopes, budgets and schedules for assignments. Prepares Memorandum of Understanding for the project sponsor’s approval of project budget and authorization to proceed with work.</td>
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<td>Prepares complete project documents. Assists project manager with preparation of Board of Trustee documents, RFQ’s/RFP’s, and scoping statements and related documents for inclusion in contracts documents. Liaises with contract coordinator to prepare and issue contracts.</td>
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<td>Assists with proposals to provide professional services or funding for projects or programs. Initiates and maintains extensive contact with key university project sponsors, other stakeholders, professionals, contractors, officials of other relevant organizations and statutory authorities. Arranges meetings as necessary to ensure timely and effective communication, Organizes design coordination meetings, collects responses that are required from university participants and forwards to nominated recipients.</td>
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<td>Assigns tasks to and directs engineers, technicians and support staff. Represents project manager at construction coordination/progress meetings when project manager is not available.</td>
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<td>Evaluates and adapts standard techniques, procedures and criteria. Formulates and solves problems. Oversees architect’s contract administration services to ensure required field checks are conducted on construction, demolition, refurbishment, rehabilitation, alteration or addition projects to ensure compliance within project specifications, plans, established university guidelines, standards and policies.</td>
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<td>Assists project manager with coordination between the architect and general contractor participants with GMP contracts. Reconciles design phase estimates.</td>
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<td>Assists project manager with managing, developing and coordinating university’s design process to ensure that plans prepared by architect provide functional program requirements and conform to budgetary, environmental and legal requirements.</td>
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Prepares and conducts research and analyzes and interprets data. Assists develop and maintain the Estimate at Completion Cost (EAC) of project through all phases of project delivery.

Reviews change order requests. Analyzes change order request to determine merit. Prepares check estimates of work amount or obtains a check estimate and negotiates agreed change order, requiring expertise in persuasion and negotiation of critical issues. Assists project manager to prepare change order language. Conducts job walks monthly with construction contractors to validate percent completion for purpose of calculating incurred cost for the month for purpose of progress payment. Analyzes monthly schedule submissions, as necessary. Reviews and negotiates an agreed recovery plan.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Directly related project or administrative experience.

Preferred Experience:

7 years

Preferred Field of Expertise:

Bachelor’s degree in Engineering, Architecture, Construction Management or related field

Skills: Administrative:

Communicate with others to gather information
Coordinate meetings
Coordinate work of others
Customer service
Gather data
Input data
Maintain logs
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Statistical analysis

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Leads employees performing similar work on a project basis.
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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