UNIVERSITY OF SOUTHERN CALIFORNIA

Capital Construction Project Engineer Lead

Job Code: 181479

Grade: 00
OT Eligible: No
Comp Approval: 3/6/2014

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. Establishes, plans and coordinates detailed aspects of project work. Provides leadership, guidance and direction to project engineers, technicians and support staff.

JOB ACCOUNTABILITIES:

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- 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.

- Develops and establishes project management processes, procedures and guidelines to support project administration. Facilitates and assumes leadership role in resolution of problems. Participates in long range planning and development of services.

- Provides leadership, guidance and direction to staff and/or student workers. Leads others in the planning and delivery of project activities. Coordinates detailed aspects of project management work. Assigns tasks, trains and leads project engineers, technicians and support staff in these processes and procedures. Serves as a liaison between unit and customers. Liaises with contractors, architects and consultants.

- Makes recommendations to project manager regarding personnel actions such as hiring, training, disciplinary action and performance evaluations related to project team. May stand in for project manager in absence.

- 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.

- 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.

- 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. Represents project manager at construction coordination/progress meetings when project manager is not available.

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.

Assists project manager with coordination between the architect and general contractor participants with GMP contracts. Reconciles design phase estimates.

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.

Prepares and conducts research and analyzes and interprets data. Helps 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, thus requiring expertise in persuasion and negotiation of critical issues. Assists project manager in preparing change order language.

Conducts monthly job walks 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.

Reviews contractor request for information (RFI’s), as well as contractor submittals for conformance with plans and specifications. Coordinates response to originators. Verifies contractor’s “as-built drawings” for accuracy and completeness.

Coordinates project activities with surveying, testing and inspection personnel. Coordinates and documents punch-list walks. Verifies and documents completion of the punch list items.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No

[ ] 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:
- 7 years

Minimum Field of Expertise:
- Directly related project and construction management work. Ability to lead and oversee technical work of others. Ability to read and interpret construction drawings and specifications. Thorough comprehension of job components for all projects. Experience in fast paced, customer service and diverse environment.

Preferred Field of Expertise:
- Bachelor’s degree in Engineering, Architecture, Construction Management or related field.

Skills: Administrative:
- Communicate with others to gather information
- Conduct 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 one or more employees performing similar work.
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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