Engineering Project Manager

Job Code 50010377

General Description
Responsible for assisting in the implementation of the utilities portion of the Campus Master Plan.

Examples of Duties
Participate in the planning, design, bidding and construction processes.
Assure conformance with engineering standards laws, codes and regulations.
Review designs for conformance with campus standards, industry standards and applicable codes.
Assure proper inspection and quality of construction through consulting engineering firms.
Assist in completion inspections.
Provide guidance to staff regarding the review of contractor shop drawings.
Make recommendations regarding change proposals.
Participate in planning groups.
Review Campus Master Plan for utility, traffic, landscaping, roadway, and parking needs to verify conformance.
Review contractor shop drawings and submittals for conformance with contract requirements.
Meet with others to review status of construction projects and resolve issues.
Monitor the placement of concrete, structural steel, HVAC equipment, electrical systems, plumbing systems, to assure quality and contract compliance.
Maintain records of construction progress and concealed conditions.
Perform engineering analysis to improve quality and efficiency of building utility systems.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Design principals, planning, bidding construction, construction materials, techniques, standards, laws and codes, campus buildings, utilities, streets and drainage ways.

Skill in: Preparing reports letters and other correspondence, interacting with others, evaluating A/E design concepts, evaluating master plan documents, coordinating planning development, reviewing preliminary plans for conformance and compliance, interpreting drawings and specifications, explaining planning and construction requirements and public speaking.

Ability to: Understand contract documents, codes, standards, change proposals, change orders, architects instructions, contractors questions, verify calculations, interact and communicate with others, negotiate.
**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**