



POSITION DESCRIPTION

JOB TITLE:	Project Engineer	FLSA STATUS:	Exempt
DEPARTMENT:	Los Angeles – PC15	WORKER'S COMP CODE:	8610
REPORTS TO:	Senior Construction Manager	EEO-1 JOB CODE:	
LOCATION:	Orange USD	APPROVAL DATE:	
		REVISION DATE:	

SUMMARY:

The person in this position is responsible for field and project engineering, project controls, contract administration, shop drawing and submittal review, schedule review and related support functions for Gafcon's Construction Management Team for Orange Unified School District's (OUSD) Canyon High School Modernization Project other projects. The ideal Gafcon Project Engineer will have varied experience in the design and construction of K-12 educational facilities.

ESSENTIAL ACCOUNTABILITIES:

The following are intended to be examples of the accountabilities for which the person in this position is responsible. This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions if such functions are a logical assignment for the position.

- Develop a strong understanding of the role that Gafcon is to serve for OUSD for the Canyon High School Implementation Plan, including a thorough understanding of the each project's scope of work, contract documents including drawings, specifications, design and construction contract as well as regulatory requirements associated with each project.
- Coordinate and review design drawing and specifications submittals, log and upload submissions to document management system, track design changes and manage the document control system.
- Manage the work of the District's consultants including the geotechnical engineers, surveyor, sub-surface imaging, deputy inspectors, testing and special inspectors, and other required consultants.
- Coordinate development of cost estimates with the Project Estimator. Provide technical assistance as required.
- Review development of the Building Information Model (BIM); coordinate review of the model with BIM/Virtual Design and Construction (VDC) review team
- Bidding and Award: Coordinate the Bidding Process including assembling Bidding Documents and preparing Bid Packages. Review and prepare responses to Bid Phase Requests for Information/Clarification; prepare and issue Addenda; prepare the agenda and attend the Pre-Bid Conference and Job Walk; attend the Bid Opening and record Bid Results. Review Bid Packages, perform due diligence and prepare Bid Evaluation. Assist with preparation of Bid Recommendation and Award.
- Preconstruction: Collect all required documents from contractor after Award (i.e. insurance certificates, etc.). Prepare and conduct the Pre-Construction Conference with the Contractor and key subcontractors.

- Maintain accurate up to date project information in the District's Project Management Information System (PMIS). Assist with maintainance of computerized project reports as dictated by the District, project and by the contractual obligations.
- Have an in-depth working knowledge of the District's Project Management Policies and Procedures.
- Assist with management of all projects to ensure that projects are completed in accordance with District's expectations.
- Ensure that the Senior Construction Manager is informed of the progress of all projects in order to advise the District of any conditions that would affect schedules or costs.
- Review contractor's construction plans, engineering methods, and site logistics. Provide comments to Senior Construction Manager.
- Change Order Management: Review entitlement, evaluate potential costs and schedule impacts, log and track contractor-submitted Change Order Requests (CORs)/Potential Change Orders (PCOs), and provide recommendations to the Senior Project Manager. Follow-up with contractor with missing back-up information or clarifications.
- Review contractor's Requests for Information (RFIs), log issue and monitor design team's responses. Ensure that RFIs are issued with clarity and the design team responds expeditiously and appropriately.
- Project Schedules: Assist in the preparation and review of the projects monthly schedule updates to ensure that the project is completed within agreed upon time and cost constraint. Review contractor's schedule and provide comments—review monthly schedule updates and comment.
- Monitor and document construction progress to ensure that projects are completed in compliance with agreed upon quality standards and specifications.
- Assist with review of contractor's progress payment applications, and supporting documentation.
- Assist with monitoring of required field testing and inspections. Maintain logs and upload reports onto project documentation management system.
- Assist with review of contractor's safety measures—barricades, fences, safety tape, signage, temporary facilities and staging areas. Ensure that students, faculty, staff and the general public are within safety areas of the campus and not on the construction site.
- Monitor contractor's Storm Water Pollution Prevention Plan (SWPPP) Best Management Practices (BMPs) and dust control measures.
- Assist with commissioning of projects with the Project Commissioning Team (CxA).
- Coordinate Project Close-out. Review all contractor Close-out submittals and forward completed submittal to the District.

SECONDARY RESPONSIBILITIES:

- Developing, training and mentoring Project Coordinators and other staff.
- Personal development through GafCollege attendance, professional organization memberships, continuing education, professional registration and certification achievement.
- Other dutes as assigned by the District and Gafcon.

SUPERVISORY RESPONSIBILITIES:

The person in this position may have project coordinators and administrative support staff reporting to him/her.

QUALIFICATIONS:

- A minimum of two (2) years experience relevant construction project experience with progressive project responsibilities. Construction experience in K-14 or higher education is a plus.
- A 4-year Bachelor's degree in Construction Management, Construction Engineering or other degrees related to construction project management/supervision; OR a 2-year Associate's degree in Construction Management, Construction Engineering, or other degrees related to construction project management/supervision, PLUS 2-years experience in Construction Management or Construction Engineering; OR 4-years experience in Construction Management or Construction Engineering in lieu of a college degree.
- Demonstrated leadership, communication and interpersonal skills.
- Requires working knowledge of the principals of cost estimating, scheduling, and contract administration.
- Ability to accurately interpret construction contractual documents and contract modifications to determine cost of such change.
- Accurately analyzes situations and assists in developing contingencies for estimates.
- Must possess proficient oral and written communication and presentation skills and able to communicate effectively with wide variety of people with diverse background of all levels and disciplines.
- Must be able to develop and maintain positive, cooperative, team-oriented relationships with co-workers, supervisors, managers, Districts and others in contact with the job.
- Must have strong customer service orientation and assess customer needs and ensure delivery/receipt of service when appropriate.
- Able to efficiently and effectively handle multiple and shifting priorities.
- Proficiency with of MS Office Suite, as well as project management information system software such as Oracle Primavera Unifier or Construction Management, Trimble Converge or Prolog, ProCore, PM Web, and/or eBuilder.
- Project Scheduling (MS Project or Primavera P6) experience is preferred.
- AutoCad, Revit or Microstation experience
- Certification and Licensure: Certified Construction Manager (CCM) is recommended. LEED Accredited Professional is desirable.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel. Must be able to use a computer keyboard and calculator. The ability to occasionally lift and/or move up to 25 pounds,



generally at waist level or below. Must be able to do desk work which includes computer work and/or filing for extended periods of time. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *This position will require that the Project Engineer be housed at the District's facilities on the NBC-Universal Studios Lot, and may be required to be located in the District's jobsite trailer/offices. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works in a typical office environment and is occasionally exposed to moving mechanical office machines. This position will also require that the employee be on the project construction site. When on the construction site, the employee will be required to wear protective gear (close-toed shoes, hardhat, safety vest, eye protection, and ear plugs--provided by Gafcon) and also adhere to the Contractor's safety requirements. The noise level in the work environment is usually moderate. Some travel off the job site and to other offices is required. Must be able to travel and work extended schedule as needed.