

## ASSOCIATE PROJECT ENGINEER

### DEFINITION

Performs technical engineering assistance on construction project activities.

### TYPICAL DUTIES

Assists construction project management staff by performing the following duties:

- Evaluating and analyzing contract documents and as-built drawings for soundness of engineering methods, accuracy of calculations, potential constructability issues, and compliance with applicable requirements and District standards.
- Reviewing contractor baseline and monthly progress schedules to identify potential issues during the pre-construction phase.
- Providing support during the negotiation of change orders and cost estimates.
- Providing support to closeout staff by evaluating closeout documents for accuracy and compliance to Division of the State Architect (DSA) standards.
- Inputting and processing project related documentation using project management software.
- Reviewing and processing of invoices including contractor and agency payments.
- Conducting site walks to monitor construction progress and address contractor inquiries.
- Coordinating with pertinent public agencies regarding permit requests and approvals.
- Coordinating stakeholder meetings and preparing and distributing meeting minutes.
- May monitor compliance of contractor safe work practices and Storm Water Pollution Prevention Plan (SWPPP).

Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Project Engineer assists project management staff in analyzing construction engineering issues and ensuring project compliance to District standards.

A Project Engineer provides complex technical engineering support to a higher-level administrator and manages projects in pre-construction, construction, and closeout.

A Resident Construction Engineer is the primary administrator of the District's Contract for Construction relative to the assigned new construction project.

### SUPERVISION

Immediate supervision is received from a Project Engineer, Resident Construction Engineer, Senior Resident Construction Engineer or higher-level administrator. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Engineering and architectural theories, principles, and practices
- Engineering applications of algebra, geometry, and trigonometry
- Applicable local, state, and federal laws, rules and regulations
- Basic principles of construction estimating and scheduling
- Leadership in Energy and Environmental Design (LEED)
- Storm Water Pollution and Prevention Plan (SWPPP)
- Building Information Modelling (BIM) or related systems
- Project management software (i.e., Expedition, P3, P6, Suretrak)
- Microsoft Outlook, Word, and Excel

### Ability to:

- Provide technical assistance during all phases of a construction project
- Read and interpret engineering and architectural plans and drawings, blueprints, technical reports, maps, diagrams and specifications
- Identify potential project issues and coordinate to resolve them
- Prepare meeting minutes to effectively document proceedings
- Work effectively with commissioned architects and engineers, District personnel, contract professionals, and representatives of public agencies
- Communicate effectively, both orally and in writing
- Use computers with Microsoft operating systems and related peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, in architecture; civil, structural, electrical, mechanical, or environmental engineering; or construction management.

### Special:

- Possession of an Engineer-in-Training (EIT) certificate or Construction Manager-in-Training (CMIT) certificate is preferable.
- A valid California Driver License
- Use of an automobile

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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LKD