



POSITION DESCRIPTION

JOB TITLE: Construction Engineer Job Class: 0608		
DATE	DEPARTMENT OR SCHOOL	DIVISION Facilities and Maintenance Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) To provide the overall coordination in relation to the construction or renovation of facilities and equipment consistent with approved contract documents and School Board requirements.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Review contract documents prior to bidding for inconsistencies and/or value engineering modifications. Assist in developing project budgets.
2. Monitor contractor performance to ensure that work is completed by qualified personnel according to contract documents.
3. Monitor the progress of work, provide inspection reports and represent MPS at construction job meetings and during and subsequent litigation. Maintain all project job files.
4. Coordinate design changes during construction between contractor, construction manager, architect/engineer and Facilities and Maintenance.
5. Review and approve change orders and payment requests.
6. Administer construction project budgets.
7. Oversee and coordinate, when required, the services of construction managers, MPS construction inspectors, architect/engineers and contract inspectors.
8. Direct the activities and administer personnel related activities as they pertain to construction inspectors.
9. Conduct pre-bid and pre-construction meetings.
10. Prepare and coordinate all correspondence related to construction projects (letters of intent, monthly progress reports, schedules, building permits, shop drawings, punch lists, operation and maintenance manuals, etc.).

11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director of Facilities and Maintenance Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Construction Inspectors

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors degree in engineering or related construction engineering/contracting degree and registered as a Professional Engineer in the State of Wisconsin is desired. Must possess a valid State of Wisconsin Drivers License.

Experience Requirements

Minimum of three years experience in building construction or construction related activity. Project manager experience on individual projects in excess of \$15 million required.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

Ability to climb and work at various heights and in hazardous environments.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

