



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Construction Engineer</i>	Last Revised/Approved: <i>06/07/2017</i>
Job Code:	Reports To: <i>Manager III, Design and Construction</i>
Office: <i>Office of Operations</i>	Department: <i>Facilities and Maintenance</i>

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Responsible for project management and construction administration on all major building renovations, additions or new building projects. Oversees and manages the performance of prime contractors, MPS trades personnel and architects and engineers during the construction phase of major projects. Represents Facilities and Maintenance Services with respect to design, construction and building code related issues.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Oversees and provides project management construction administration on Facilities and Maintenance Services (FMS) projects.
- Monitors contractor performance to ensure that work is completed by qualified personnel according to contract documents. Provides inspection reports and represent Milwaukee Public Schools (MPS) at construction project/progress meetings.
- Maintains all project files and administers construction project budgets.
- Oversees and coordinates the services of construction managers, MPS construction and shop/trade inspectors, architects/engineers, and contracted inspectors.
- Conducts pre-bid and pre-construction meetings and provides minutes of meetings to appropriate stakeholders.
- Works and manages the architects and engineers in the development of design and construction documents.

- Reviews contract documents prior to bidding for adherence to scope, MPS requirements and project budget. Identifies inconsistencies in documents and assists in value engineering.
- Provides design services and activities associated with smaller projects as required.
- Reviews and approves change orders and monthly payment requests.
- Generates written communications as necessary to project participants.
- Reviews and assists in updating MPS Guide Specifications.
- Works with outside agencies and public officials as necessary to evaluate problems or to develop ideas in support of potential projects or MPS district initiatives.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- The position requires a bachelor's degree in Engineering or Architecture
- Registration as a professional Engineer or Architect is desired
- Driver's License (must have personal transportation available)

Experience Requirements:

- Five to seven years of direct professional experience in the construction trades
- Prior attendance at annual Wisconsin Code Refresher seminars is preferred and familiarity with the International Building Code (IBC)

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations.
- Must be able to develop policies for the good of the MPS community.
- Strong consultative skills are necessary.
- Experience in the implementation and use of technology and automated systems for streamlining business processes is required.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing budgets is required.
- Must be able to compile relevant data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization 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.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee
- May need to conduct inspections of construction sites indoors and outside in all weather conditions

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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