



PROJECT ENGINEER

JC: 000257

PB: 5

FLSA: Exempt

BU: 92 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, supports to the District's engineering and project support operations and activities related to construction management and contract support; performs related duties as assigned.

CLASS CHARACTERISTICS

This professional journey level classification within the Project Engineer series receives occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Senior Project Engineer in that the latter possesses a specialized, technical or functional expertise within the area of assignment.

REPORTS TO

Group Manager or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Manages and administers the District's engineering and project support for multi-disciplinary programs, initiatives, tasks, and various projects; assists, develops, and implements solutions, improvements, and applications.
2. Creates and implement project work plans; prepares documents for funding application; monitors application progress and tracks distribution of funds to different projects.
3. Assists in the establishment of schedules and methods for providing engineering project oversight services; responsible for the verification of quantities of materials and adherence to specifications; may recommend resources to be allocated.
4. Monitors work activities to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
5. Recommends approval of and submits contractor's progress payment applications; performs audits of contractor and suppliers to ensure adherence to established policies procedures.

Project Engineer

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6. Prepares a variety of reports and correspondence on project matters including daily reports, monthly and final completion reports, contract modifications negotiations, field and design engineering changes, and correspondence with the contractor on fulfillment of requirements.
7. Discusses and coordinates engineering design or construction project activities with design engineering staff and other affected engineering personnel.
8. Maintains awareness of progress on assigned engineering design or construction projects to ensure compliance with designated time and cost schedules.
9. Provides assistance to inspectors in the interpretation of plans and resolution of problems during construction.
10. Reviews construction design plans to evaluate potential construction problems; monitors construction project expenditures.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.
12. Conducts field inspections; ensures compliance with specifications.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering in assigned discipline area
- Principles and practices of project management
- Operations, services and activities of an engineering design and construction program
- Principles and practices of engineering cost estimating
- Methods and techniques of field measuring and testing
- Engineering contract administration principles and practices
- Materials and equipment methods utilized in engineering
- Terminology, methods, practices, and techniques used in related engineering report preparation
- Advanced mathematical principles
- Process implementation, optimization, and improvement
- Current office procedures, methods, and equipment including computers
- Specialized computer programs or systems utilized in construction engineering design including CADD
- Related building codes, regulations and provisions
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Applying principles and practices in engineering design and construction in assigned projects
- Interpreting and explaining District policies and procedures
- Preparing clear and concise reports
- Interpreting and preparing revisions to engineering plans, drawings, and specifications
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Engineering or a related field from an accredited college or university.

Experience:

The equivalent of two (2) years of construction project management, engineering project management or related experience.

Substitution:

Additional engineering experience as outlined above may be substituted for the above education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; physical condition necessary to conduct field inspections and testing as assigned.

BART EEO-1 Job Group: 3000 – Engineers
Census Code: 1530 – Miscellaneous Engineers
Safety Sensitive: No