



SENIOR PROJECT ENGINEER

JC: 000220

PG: 7

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 the District's more complex engineering and project support operations and activities related to construction management and contract support; performs related duties as assigned.

CLASS CHARACTERISTICS

This professional advanced journey level classification within the Project Engineer series is performs the more complex and technical work and is fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Principal Project Engineer in that the latter possesses a highly technical and 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; develops, and implements solutions, improvements, and applications.
2. Monitors progress of engineering design or construction projects; makes recommendations on resources to be allocated.
3. Assists in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
4. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
5. Recommends approval of and submits contractor's progress payment applications; maintains documentation of contract deficiencies.

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6. Prepares engineering designs, specifications, costs and quantity estimates for engineering projects; reviews the adequacy and accuracy of computations; compiles and develops specifications for equipment.
7. Administers control of required documentation for contracts; prepares a variety of reports and correspondence on engineering design or construction matters including Inspector's Daily Reports, monthly and final completion reports, contract modifications and negotiations, field and design engineering changes, and correspondence with the contractor on contractual obligations.
8. Initiates and evaluates design and field engineering changes during construction; makes field measurements of completed items of work; inspects construction at substantial and final completion states.
9. Participates in the preparation and administration of the program budget; submits budget recommendations; monitors expenditures.
10. Prepares analytical and statistical reports on operations and activities.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

QUALIFICATIONS

- 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 three (3) years of construction project management, engineering project management or related experience.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; travel from site to site; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions.

Physical Conditions:

May require 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