

Class Codes

ASSOCIATE PROJECT ENGINEER I	1432
ASSOCIATE PROJECT ENGINEER II	1424

## DEFINITION

Performs a variety of technical engineering assistance duties related to construction project activities of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

## 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 I receives on the job training and applies basic knowledge and skills to assist project management staff in analyzing construction engineering issues and ensuring project compliance to District standards.

An Associate Project Engineer II provides technical engineering assistance to project management staff to ensure project complies 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, immediate work direction may be received on assigned tasks from a higher-level Associate Project Engineer classification. 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

### Special Physical Requirement:

- Ability to safely stand, walk, bend, reach overhead, crouch, kneel, and balance for extended periods of time
- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces
- Ability to work safely in confined spaces and uneven surfaces

## ENTRANCE QUALIFICATIONS

### ASSOCIATE PROJECT ENGINEER I

#### 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

ASSOCIATE PROJECT ENGINEER II

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.

Experience:

Two years of experience assisting with construction project activities in a public works, educational, or commercial building program.

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

SPECIAL NOTES

Travel to locations throughout the District is required.

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.

Revised and New Class  
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MHO