



## Capital Construction Project Engineer Lead Job Description

### JOB INFORMATION

<i>Job Code:</i>	181479
<i>Job Title:</i>	Capital Construction Project Engineer Lead
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Supports construction project managers in administration and coordination of projects including planning, organizing, controlling and reporting to ensure goals and objectives of projects are accomplished within prescribed cost, quality and contract parameters. Establishes, plans and coordinates detailed aspects of project work. Provides leadership, guidance and direction to project engineers, technicians and support staff.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree		In
	X		Engineering	Or
	X		Architecture	Or
	X		Construction	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related project and construction management work.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to lead and oversee technical work of others.
X		Ability to read and interpret construction drawings and specifications.
X		Thorough comprehension of job components for all projects.
X		Experience in diverse, fast-paced, customer service environment.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works on multiple projects of moderate size or portions of major projects. Assists construction project managers in administration and coordination of projects to ensure goals and objectives of projects are accomplished. Provides technical and contract management support to project manager during the design, construction, and closeout phases of project. Oversees closeout of contract.				
Develops and establishes project management processes, procedures and guidelines to support project administration. Facilitates and assumes leadership role in resolution of problems. Participates in long-range planning and development of services.				
Provides leadership, guidance and direction to staff and/or student workers. Leads others in the planning and delivery of project activities. Coordinates detailed aspects of project management work. Assigns tasks, trains and leads project engineers, technicians and support staff in these processes and procedures. Serves as a liaison between unit and customers. Liaises with contractors, architects and consultants.				
Makes recommendations to project manager regarding employee actions (e.g., hiring, training, disciplinary action, performance evaluations) related to project team. May stand in for project manager in absence.				
Prepares scopes, budgets and schedules for assignments. Prepares Memorandum of Understanding for the project sponsor's approval of project budget and authorization to proceed with work.				
Prepares complete project documents. Assists project manager with preparation of Board of Trustee documents, RFQ's/RFP's, and scoping statements and related documents for inclusion in contracts documents. Liaises with contract coordinator to prepare and issue contracts.				
Assists with proposals to provide professional services or funding for projects or programs. Initiates and maintains extensive contact with key university project sponsors, other stakeholders, professionals, contractors, officials of other relevant organizations and statutory authorities. Arranges meetings as necessary to ensure timely and effective communication.				
Organizes design coordination meetings, collects responses that are required from university participants and forwards to nominated recipients. Represents project manager at construction coordination/progress meetings when project manager is not available.				
Evaluates and adapts standard techniques, procedures and criteria. Formulates and solves problems. Oversees architect's contract administration services to ensure required field checks are conducted on construction, demolition, refurbishment, rehabilitation, alteration or addition projects to ensure compliance within project specifications, plans, established university guidelines, standards and policies.				
Assists project manager with coordination between the architect and general contractor participants with GMP contracts. Reconciles design phase estimates.				
Assists project manager with managing, developing and coordinating university's design process to ensure that plans prepared by architect provide functional program requirements and conform to budgetary, environmental and legal requirements.				
Prepares and conducts research and analyzes and interprets data. Helps develop and maintain the Estimate at Completion Cost (EAC) of project through all phases of project delivery.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Reviews change order requests. Analyzes change order request to determine merit. Prepares check estimates of work amount or obtains a check estimate and negotiates agreed change order, thus requiring expertise in persuasion and negotiation of critical issues. Assists project manager in preparing change order language.				
Conducts monthly job walks with construction contractors to validate percent completion for purpose of calculating incurred cost for the month for purpose of progress payment. Analyzes monthly schedule submissions, as necessary. Reviews and negotiates an agreed recovery plan.				
Reviews contractor request for information (RFI's), as well as contractor submittals for conformance with plans and specifications. Coordinates response to originators. Verifies contractor's "as-built drawings" for accuracy and completeness.				
Coordinates project activities with surveying, testing and inspection staff. Coordinates and documents punch-list walks. Verifies and documents completion of punch list items.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.