

Capital Construction Office Engineer Job Description

JOB INFORMATION		
Job Code:	181467	
Job Title:	Capital Construction Office Engineer	
FLSA Status:	Non-Exempt	
Supervisory:	May oversee student, temporary and/or resource workers.	
Job Family:	Construction	
Job Family Group:	Facilities Management and Construction	
Management Level:	7 Individual Contributor	

JOB SUMMARY

Supports construction project managers in contract administration and coordination of projects including planning, organizing, controlling, reporting to ensure that the goals and objectives of projects are accomplished within prescribed cost, quality and contract parameters. Assigns tasks to and coordinates with technicians or support staff.

JOB QUALIFICATIONS:

Education				
Req	Pref	Degree	Field of Study	
Χ		Bachelor's degree		
	Χ	Bachelor's degree	Engineering	Or
	Χ	Bachelor's degree	Architecture	Or
	Χ	Bachelor's degree	Construction	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req Pre	Work Experience	Experience Level	
Χ	2 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

Directly related project or contract administration experience.		
Experience working as a student intern on a capital improvement program may apply toward experience.		
X Experience working as a student intern on a capital improvement program may apply toward experience.		

Other Job Factors

JOB ACCOUNTABILITIES				
	% Time	Essential	Marginal	N/A
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. Process all close out documents.				
Assists project manager with preparation of RFQ's/RFP's. Prepares portions of project documents. Edits specifications. Reviews/edits architect's responses to RFI's and submittals. Prepares reports and project updates for senior management to enable timely problem solving and mitigation of project issues.				
Oversees architect's maintenance and distribution of the current contract plans and specifications to ensure latest revision is used for design reviews and construction. Reviews, processes, logs and maintains all supplemental instructions from architect.				
Assists with client, customer or official contacts and communication. Interacts with staff, general public, officials and contractors. Acts as liaison between project management support services for Capital Construction Development and consultants, contractors and other administrative offices involved in completion of construction and rehabilitation projects and in the alteration/improvement/repair of buildings and grounds and purchase and installation of equipment. Assists with preparation of permit applications, material testing, and CADD work.				
Prepares requisition forms, purchase orders and other university forms required for purchasing of goods and services.				
Collaborates with others to determine adaptations in methods for non-routine aspects of assignments. Maintains current project information in e-Builder and runs reports as required for management purposes. Logs and tracks all Change Orders (CO), Change Order Requests (COR's), Requests for Information (RFI's), Submittals, and claims in e-Builder and/or other project tracking systems, ensuring accurate and timely compliance with contract obligations.				
Performs research and investigations. Tracks project funds, budgets, and commitments. Assists team in maintaining the Estimate at Completion (EAC) and informing project manager of potential issues.				
Reviews and ensures contractor's daily reports are uploaded every day. Determines any necessary follow-up and action items. Updates issues and action log for reference by project manager and project engineer.				
Confirms contractor's maintenance of "as-built drawings," prior to the monthly progress payments to the contractor.				
Reviews contractor's Unconditional and Conditional waiver and release documents. Updates lien release logs prior to monthly progress payments to contractor.				
Verifies all warranties, operating and equipment manuals etc. are received, and coordinates all training required in the contract documents.				

Other Requirements Essential: Emergency Response/Recovery Essential: Mandated Reporter In the event of an emergency, the employee A mandated reporter who in his or her professional holding this position is required to "report to capacity has knowledge of, or reasonably suspects duty" in accordance with the university's a person who is under the age of 18 years, elderly, Emergency Operations Plan and/or the or a dependent adult has been the victim of abuse employee's department's emergency response or neglect must report the suspected incident. and/or recovery plans. Familiarity with those The reporter must contact a designated agency plans and regular training to implement those immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue plans is required. During or immediately following an emergency, the employee will be of the associated job duties, this position qualifies notified to assist in the emergency response as a mandated reporter as required by state law efforts, and mobilize other staff members if and USC's policy at: https://policy.usc.edu/mandated-reporters/ needed.

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	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 allinclusive 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.