



USC University of
Southern California

Capital Construction Office Engineer Job Description

JOB INFORMATION

<i>Job Code:</i>	181467
<i>Job Title:</i>	Capital Construction Office Engineer
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<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 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

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related project or contract administration experience.
X		Experience working as a student intern on a capital improvement program may apply toward experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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

<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: https://policy.usc.edu/mandated-reporters/

