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# PROJECT ENGINEER

POSITION REFERENCE NUMBER: 10966-62

## GENERAL FUNCTION

The Project Engineer will be involved in the planning, oversight, and administration of capital projects and construction activities for the university. This position is responsible for utilizing knowledge and experience of various engineering disciplines and trades to ensure safe, timely and cost effective execution of projects that ultimately achieve user requirements and university expectations.

## RESPONSIBILITIES

1. Working knowledge of all aspects of construction and capital projects from the planning process to project completion, with major responsibilities of position being the coordination and oversight of projects that have moved to the construction phase. Interacts with university constituents to execute projects and ensure project/customer expectations are achieved.
2. Works with upper administration on aspects of project constructability, cost control, and regulatory compliance. Assists in preparation and/or reviews project specifications, drawings and similar project documents including; a scope of work, quality standards for construction, contracts, permits, and similar documents. Obtains cost estimates and/or proposal for proposed projects.
3. Reviews and/or inspects projects on a daily basis to validate progress and conformance to project design, specification, standards and similar project requirements. Ensures documentation regarding such progress is prepared / maintained, including but not limited to contractor daily reports.
4. Closely reviews and monitors project progress relative to established schedules to ensure deliverables, critical path, and deadlines are achieved and provides routine reporting on such matters to supervisor/upper management.
5. In conjunction with the Owners Architect/Engineering Representative(s), monitors each phase of work to ensure construction quality and RMU construction standards are achieved.
6. Coordinates directly with general contractors, subcontractors and similar vendors. Understands and facilitates multiple aspects of project execution including; schedule coordination, site access, work announcements, site utilities, deliveries, moves/occupancy, and other project activities.
7. Works with RMU safety professionals and contractor representatives to ensure contractor compliance with building, personnel, occupant/pedestrian safety, and RMU requirements.



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8. Coordinates and attends regularly scheduled meetings (with RMU representatives, A&E firms, contractors, and other agents) to discuss major aspects of each project including but not limited to; scope, schedule, quality, and budget.
9. Maintains, develops, and executes project management processes and management tools to ensure all project aspects are implemented, monitored, documented and reported including; shop drawing approvals, as-built documents, complete project files, and budget monitoring.
10. Works with administrative personnel to ensure all project documentation (plans, specification, drawings, contracts, construction/daily reports, close-out, and similar) are complete and properly filed.
11. Prepares project updates, construction reports, and similar construction metrics as appropriate.

## **MINIMUM QUALIFICATIONS**

1. B.S. Degree in engineering (civil, mechanical, or similar field) required.
2. Minimum five (5) year's work experience in building/construction related discipline. Proven record in construction related field with working knowledge of construction management processes, means, and methods.
3. Must have excellent interpersonal and customer service skills with proven ability to develop and maintain constructive working relationships with internal department representatives and outside vendor groups.
4. Ability to interface and maintain relations with federal, state, local agencies (such as Moon Township) as necessary.
5. Ability to work independently, lead program initiatives, and think creatively.
6. Must be able to work under pressure and prioritize multiple job requirements. Must be able to achieve personal, departmental, and organizational goals using diplomacy.
7. Proficient in computer/software applications including Microsoft Office and construction management tools.
8. Strong technical background in engineering and/or construction industry including knowledge of building/construction standards and codes.
9. Knowledge of building construction materials, systems, and technologies. Develops, designs and creates new applications, ideas, and/or processes for effective construction management.
10. Strong attention to accuracy, detail oriented, and demonstration of organizational skills. Capable of taking direction and implementing continuous improvement strategies.
11. Ability to bend, stoop, kneel, lift, climb ladders, remain standing or walk for extended periods of time and similar condition encountered on a construction site.
12. Position must be available to support 24/7 operations and perform other related work as assigned.



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## OTHER INFORMATION

Exemption Status: **Exempt**

Internal Application Deadline: **December 8, 2016**

External Application Deadline: **Until position is filled**

Post Date: **December 2, 2016**

Start Date: **As soon as possible**

## HOW TO APPLY

Submit a letter of interest and an attached resume to [jobs@rmu.edu](mailto:jobs@rmu.edu). To ensure proper processing, applicants must use the following subject line format:

**First Name Last Name – Position Reference Number**

**Example: Bob Morris - 123456**