



Title: Assistant Resident Engineer

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

This purpose of this position is to serve as an assistant to the Resident Engineer on the construction phase of capitol improvement projects. This is accomplished by ensuring projects are constructed in accordance with plans and specifications, code requirements, and prudent construction management procedures.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|---|---|--|---|---|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | M | Assists with administering construction contracts by monitoring/inspecting contractor’s work for compliance with plans, specifications, and schedules, monitoring and coordinating the collection of material samples for testing, coordinating construction survey and electrical inspection, conducting and/or witnessing all testing upon contract materials, equipment, installation, etc., establishing and maintaining effective working relationships with all parties, providing and maintaining construction photos. | 40% |
| 2 | S | Assists with construction management activities by participating in and conducting planning, preconstruction, coordination, progress, scheduling, and field staff meetings, preparing project documentation including inspector’s daily report, force account and construction records, reviewing plans specifications and updating logs in regard to RFIs, submittals, and shop drawings, and change orders, making field measurements and maintaining as-built and red-lined drawing records, reviewing and monitoring contractor’s approved construction baseline schedule, preparing and initiating field change notices, and ensuring all required tests, operations, measurements, and inspections are scheduled, ordered, and satisfactorily completed and documented. | 30% |
| 3 | S | Assists in the approval of contractor payments by verifying, reviewing, and preparing quantity and progress estimates and payment forms for payments. | 10% |
| 4 | S | Assists in negotiating and preparing documentation for change | 10% |



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| | | order or claims by reviewing and evaluating change order request or claims, preparing engineer's estimate for change order, and maintaining records on unit price quantities for material, labor, and equipment. | |
| 5 | L | Monitors and coordinates safety and quality control on projects by ensuring project is constructed in accordance with applicable safety regulations, reporting safety, traffic hazards and defective work to the contractor for correction, and preparing and issuing appropriate reports for compliance documentation. | 10% |

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|--|
| Formal Education | <p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Engineering, Construction Management or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p> |
| Experience | A minimum of three (3) years of experience in construction management, administration, inspection, and cost estimating. |
| Supervision | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Human Collaboration Skills | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |
| Freedom to Act | The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Budget Responsibility | Position has no fiscal responsibility. |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with a system of real numbers; and |



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| | practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | |

| KNOWLEDGE |
|---|
| <ul style="list-style-type: none"> • Principles and practices of civil engineering. • Public works construction. • Construction administration, management and estimating. • Soil mechanics and geology. • Geometry, algebra, construction safety practices and techniques. • Construction and inspection practices, procedures, and techniques, including utility installation. • Methods, materials, and equipment used in construction. • Regulations, laws, codes, ordinances, and standards applicable to the construction industry. • Engineering terminology. |

| SKILLS |
|--|
| <ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area. |

| ABILITIES |
|--|
| <ul style="list-style-type: none"> • Monitor construction cost and schedule performance. • Analyze and prepare construction progress payments. • Negotiate, document, and prepare contract change orders. • Effective negotiation and communication skills. • Construction management abilities. • Read and interpret engineering drawings and technical specifications. • Maintain accurate field notes and perform accurate field computations. • Monitor project budget and costs to prevent funding shortfalls. • Work with numerous municipalities and private organizations, with unique objectives, to complete successful projects. |



- Detect and locate defects and faulty construction materials and workmanship.
- Deal effectively and tactfully with the public and with construction personnel.
- Prepare clear and concise reports.
- Keep comprehensive records.
- Reason and solve problems.
- Interpret complex engineering design documents, specifications, and drawings.
- Learn District policies and procedures.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C | F | O | R | N |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| Continuously | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|---------------------------------|-------------|--|
| Standing | O | Observing work site; observing work duties; communicating with co-workers |
| Sitting | F | Desk work; meetings; driving |
| Walking | O | To other departments/offices; around work site |
| Lifting | O | Supplies; equipment; files |
| Carrying | O | Supplies; equipment; files |
| Pushing/Pulling | O | File drawers; equipment; tables and chairs |
| Reaching | O | For supplies; for files |
| Handling | F | Paperwork; monies |
| Fine Dexterity | F | Computer keyboard; telephone key pad; calibrating equipment; calculator |
| Kneeling | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crawling | R | Inside attics/ pipes/ditches |
| Bending | O | Filing in lower drawers; retrieving items from lower shelves/ground |
| Twisting | O | From computer to telephone; getting inside vehicle |
| Climbing | O | Stairs, ladders, and step stools |
| Balancing | O | On ladders, step stools, and equipment |
| Vision | C | Reading; computer screen; driving; observing work site |
| Hearing | C | Communicating via telephone/radio to co-workers/public; Listening to equipment |
| Talking | C | Communicating via telephone/radio to co-workers/public |
| Foot Controls | C | Driving |
| Other (specified if applicable) | | None noted |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE: Laser level, survey transit level, tripod, rail gauge level, smart water level, temperature measuring



equipment, vehicle, wheelbarrow, cylinder, steel rod, concrete slump test equipment, fax, copier, telephone, calculator, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|-----------------------------|-----|
| Mechanical Hazards | O |
| Chemical Hazards | R |
| Electrical Hazards | O |
| Fire Hazards | O |
| Explosives | O |
| Communicable Diseases | R |
| Physical Danger or Abuse | O |
| Other (see 1 below) | N/A |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | W |
| Extreme Temperatures | S |
| Noise and Vibration | W |
| Wetness/Humidity | S |
| Physical Hazards | W |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety boots, hard hat, Safety vest, Safety eye glasses, ear plugs, and dust mask

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 2 below) | |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|----------------------------------|---|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | X |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | (field office/construction site) | |

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.