



Title: Resident Engineer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and oversee construction administration and management activities of the District's construction projects. This is accomplished by supervising and assigning the activities of staff and consultants, reviewing construction progress payments, costs, budgets, and schedules, and negotiating change orders and enforcing contract requirements.

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 | L | Monitors construction project progress by reviewing and approving payments, costs/cost forecasts, budgets and schedules, monitoring and mitigating issues with staff, analyzing budget status reports, and updating staff regarding the current schedule. | 30% |
| 2 | L | Reviews contract requirements and changes by negotiating change orders and cost/time impacts, enforcing contract requirements, interpreting specifications/drawings, directing staff on change issues, reviewing estimates, design change notices, contract documents, and potential claims, and mitigating potential cost/schedule impacts. | 30% |
| 3 | S | Provides supervisory responsibilities by interviewing, hiring, and motivating staff to perform assigned tasks, forecasting and planning expected workload and staffing needs, assigning projects/ tasks, and training staff as necessary. | 20% |
| 4 | S | Coordinates construction activities by ensuring compliance with federal, state and local jurisdictions and utilities, representing the District at various meetings and before the Board of Directors, and meeting with local citizen groups and other agencies to discuss construction issues/concerns. | 20% |



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 five (5) years of experience in Engineering, including two (2) years of supervisory experience. |
| Supervision | Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Freedom to Act | The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. 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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. |
| Reading | Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced – Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and function of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | |



| KNOWLEDGE |
|---|
| <ul style="list-style-type: none"> • Construction estimating principles, law principles, practices and procedures, and construction material usage. • Critical path method of scheduling work by using computer software. • Geometry, algebra, construction safety practices and techniques. • Principles and practices of civil engineering. • Public works construction. • Soil mechanics and geology. • 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. • Impact to other departments caused by construction activities. • Labor compliance requirements. • Procurement requirements as they relate to progress payments. • Project administration and report writing. • Federal, state, and local rules and regulations regarding construction. • Surveying practice. • The application of construction law. • The art of negotiating. • Personnel management techniques. • Principals of supervision, training, and employment development. • Principles of all construction disciplines (e.g., civil, track, ocs, signaling, power, stations, bridges). |
| 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"> • Learn District policies and procedures. • Learn District policies in public relations. • Interpret engineering drawings and specifications to verify accuracy of dimensions and quantities of work. • Plan technical and construction coordination and interface with various organizations. • Review staff take off quantities and estimates • Review staff's findings on completeness of contract specification and drawings. • Review staff's findings regarding scheduling of project. |



- Work in a high-pressure, fast-paced environment.
- Provide timely information under difficult circumstances.
- Negotiate with contractors to complete contract work to comply with the project master.
- Coach, mentor, and discipline employees.
- Evaluate need and suggest training for new employees to further their ability to succeed.
- 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 | X | 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; files |
| Carrying | O | Supplies; equipment; files |
| Pushing/Pulling | O | File drawers; equipment; tables and chairs |
| Reaching | | For supplies; for files |
| Handling | F | Paperwork |
| Fine Dexterity | F | Computer keyboard; telephone keypad; 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 | Under equipment |
| Bending | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Twisting | R | From computer to telephone; getting inside vehicle |
| Climbing | R | Stairs; ladders; step stools |
| Balancing | R | |
| Vision | C | Reading; computer screen; driving; observing work site |
| Hearing | C | Communicating via telephone/radio; to co-workers/public |
| Talking | C | Communicating via telephone/radio; to co-workers/public |
| Foot Controls | F | Driving |
| Other (specified if applicable) | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, telephone, vehicle, 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) | O |

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, protective clothing, and hard hat.

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) | N |

(2) N/A

PRIMARY WORK LOCATION:

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

(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.