



## Project Engineer - Architect

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution
066	Exempt	2 - Professionals	Unrepresented	11	REV 4-13	12-040

**DEFINITION:** Under general administrative direction; manages one or more implementations or ongoing assigned capital projects that require civil engineering and/or architectural design; and provides highly responsible civil engineering consultation and assistance to other projects, as required.

**REPRESENTATIVE FUNCTIONS include, but are not limited to:**

- Evaluates and recommends professional consulting services for assigned projects; develops and disseminates Requests for Proposals (RFPs) and Request for Qualifications (RFQs); and Invitation For Bids (IFBs); assists in the negotiation, preparation and administration of professional services architectural/engineering services and construction contracts; and recommends and prepares amendments to professional services contracts.
- Applies civil engineering methods and techniques to the design, development, and maintenance of assigned District capital projects, as well as consultation to projects lead by Project Managers and Senior Project Managers.
- Prepares engineering and/or architectural plans, drawings, sketches, specifications, calculations, cost estimates, and analyses for implementation projects, as well as the renovation and repair of existing District facilities and systems.
- Insures that projects confirm with applicable County, State, and Federal codes and regulations, and are appropriate, cost-effective and in conformance with generally accepted principles of construction and design.
- Participates in the establishment and implementation of project goals and objectives, and establishes and maintains adherence to project administration techniques, policies and procedures.
- Leads, or participates in the negotiation, implementation, and administration of agreements, including professional services agreements, architectural/engineering services agreements, and construction agreements.
- Supervises, and participates in the formation, planning, review, and management of assigned projects. Assigns, supervises, trains, and reviews the work of project management staff, contractors, and consultants.
- Reviews and recommends the approval of project proposals; coordinates design and planning services for assigned projects; and reviews design concepts for compliance with development plans.
- Prepares and submits purchasing documentation; including requisitions, Statements of Work (SOWs), and proposal evaluation criteria. Participates in evaluation of proposals and bids.
- Exercises technical and functional supervision over assigned professional, technical, and clerical staff, as well as outside consultants and contractors.
- Monitors agreements and projects for compliance with rules and requirements.
- Develops, prepares, and monitors project budgets, submits budget justifications, and monitors and controls expenditures. Prepares or oversees the preparation of program budget forms, reports, and work sheets.
- Reviews and approves invoices from contractors. Monitors financial reports to ensure proper accounting of project expenditures. Coordinates with grants management, grants accounting, Accounts Payable, and Accounts Receivable to resolves issues.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Est. 9/12  
Revised  
4/13

Date:

Approved by David J. Armijo, General Manager



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Enters, reviews, and maintains project-related information in the District's Project Management Information System, including project schedules, status reports, issues, risks and deliverables.

- Attends and participates in professional meetings with District management, as well as outside business, government, and professional organizations. Makes presentations, as required.
- Provides civil engineering and/or architectural design consultation to ongoing implementation projects assigned to Project Managers and Senior Project Managers, as well as other District departments; as instructed by the Chief of Planning and Development.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** The principles and practices of civil engineering design, construction methods, materials and cost-estimating; principles and practices of project management; principles of supervision, motivation, team building, training, and conflict resolution; the general principles of accounting; contractual approaches and their proper usage as outlined in FTA Circular 4220.1; English usage, spelling, grammar and punctuation; personal computers and commonly used software for spreadsheets, word processing, and presentation at the intermediate level of proficiency, as well as specific software required for assigned projects at the advanced level of proficiency.

**Ability To:** Apply civil engineering and/or architectural principles and methodologies to District capital projects; prepare engineering and/or architectural drawings, designs, specifications, and plans; lead, organize, and review the work of internal and external professional personnel; develop, analyze, evaluate, and modify project management methodologies; prepare bid documents; develop, interpret, explain, and apply project policies and procedures, as well as applicable federal, state, and local laws, and regulations; properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations, and policies; analyze and interpret financial statements; work cooperatively with other departments, officials of local government jurisdictions, and other outside agencies and businesses; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, and governmental agencies on issues with assigned projects; effectively organize and prioritize timelines and project schedules; manage consultant contracts; prepare and administer large project budgets and monitor expenditures; prepare clear and concise reports; stay abreast of new developments and trends in civil engineering and project management, and recommend and incorporate changes as appropriate; communicate clearly and concisely in English, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

**Education:** A Bachelor's degree in Civil Engineering or Architecture from an accredited college or university.

**Desired Education/Training:** Additional education or training in project management, public administration, and/or organizational development.

**Experience:** A minimum of seven (7) years of experience in civil engineering, at least three (3) years of which must have been in a supervisory or managerial capacity.

**License/Certification** (1) Certification as a professional civil engineer in the state of California is desired. (2) Possession of, or ability to obtain, and maintain a valid Class C California Driver License; and must meet the District's safe driving standards.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to conduct field inspection for assigned projects.

**NOTE:** Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds. S:\HR\Data 12-01-01\Class-Comp\Class Specs\Project Engineer-Architect-9-12-CS.doc

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