

SENIOR CONSTRUCTION ENGINEER

TASK LIST

1. Directs an engineering unit responsible for planning and directing elements of the construction and/or alteration of buildings and streets, sewers, or other facilities under the jurisdiction of the Bureau of Engineering.
2. Supervises subordinate staff of City and consultant staff engaged in reviewing contractors' price breakdowns, and checking for accuracy and completeness.
3. Checks construction progress reports to make adjustments for projects that are off schedule and makes recommendations to get a project back on schedule.
4. Leads job site meetings with contractors to review construction progress and to avoid construction delays and holds focus meetings to resolve individual problematic issues.
5. Reviews proposed change orders to insure that they are justified and that adequate funds are available.
6. Meets with contractors to resolve differences in interpretations of contract provisions related to the construction of buildings and other facilities.
7. Supervises a large group of engineers and technical staff who review and make recommendations concerning construction projects and plans.
8. Reviews plans for possible construction problems and potential conflicts.
9. Contacts other agencies to coordinate joint construction projects.
10. Reviews schedule and cost estimates for accuracy and completeness.
11. Develops cost and data collection procedures used to prepare status and resource utilization reports.
12. Reviews, approves, and coordinates more complex work.
13. Resolves non routine problems with contractors and coordinates such resolutions with other public agencies and private organizations.
14. Acts as assistant division engineer or may act for the Principal Civil Engineer or Principal Architect.
15. Negotiates complex contractual issues as they relate to the construction contract, changed site conditions and/or time impacts.
16. Prepares written reports and correspondence to be shared with contractors, clients, fellow City staff and other agencies related to construction projects.