



## **TRANSFER/PROMOTIONAL OPPORTUNITY**

### **CONSTRUCTION ENGINEER (MPS Facilities & Maintenance Services)**

#### **THE PURPOSE**

Responsible for construction administration on all major building renovations, additions, or new building projects. Oversees and manages the performance of prime contractors and architects during the construction phase of major projects. Supervises trades personnel as assigned to oversee and inspect major projects. Represents the Division of Facilities and Maintenance Services with respect to construction related issues.

#### **ESSENTIAL FUNCTIONS**

- ❖ Coordinates and oversees construction administration activities on major building renovations, additions, new construction, and major capital maintenance projects. Monitors contractor performance to ensure that work is completed by qualified personnel according to contract documents. Provides inspection reports and represents MPS at construction project/progress meetings. Maintains all project files. Administers construction project budgets. Oversees and coordinates the services of construction managers, MPS construction and shop/trade inspectors, architects/engineers, and contracted inspectors. Conducts pre-bid and pre-construction meetings and provides minutes of same.
- ❖ Works directly with architects and engineers in the development of construction documents. Reviews contract documents prior to bidding for adherence to scope, MPS requirements and project budget. Identifies inconsistencies in documents and assists in value engineering. Provides design activities associated with smaller projects as required.
- ❖ Reviews and approves change orders and monthly payment requests. Generates written communications as necessary to project participants. Reviews and assists in updating MPS Guide Specifications. Performs miscellaneous office work, including copying, filing and similar.
- ❖ Works with outside agencies and public officials as necessary to evaluate problems or develop ideas in support of potential projects.
- ❖ Performs other related duties and activities as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

#### **THE REQUIREMENTS**

1. Current status and a minimum of one year as a regularly appointed MPS or City of Milwaukee employee.
2. Bachelor's degree with a major in Engineering, Architecture or related construction engineering/contracting degree from an accredited school or university.
3. A minimum of five (5) years of experience in building construction or construction related activities and recent project manager experience on individual projects in excess of \$15million.
4. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment.

**THE CURRENT SALARY IS:** \$62,035 to 89,949 annually.

#### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

- Working knowledge of construction documents including AIA and CSI documents.
- Working knowledge of computers including word processing, excel and Microsoft projects.
- Ability to write technical reports and general correspondence.
- Ability to evaluate various design and construction methods and develop and/or validate construction schedules.
- Ability to develop cost estimates.