



OFFICE OF HUMAN RESOURCES

| Job Information | |
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| Job Title: <i>Civil Engineer</i> | Last Revised/Approved: <i>May 2022</i> |
| Job Code: NEW | Reports To: <i>Manager, Design & Construction</i> |
| Office: <i>Office of Operations</i> | Department: <i>Facilities & Maintenance Services</i> |

| Compensation Information | |
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| Pay Grade: <i>11A</i> | Pay Range: 81,090 – 117,004 |
| FLSA Status: <i>Exempt</i> | Term of Employment: <i>FT</i> |

Position Summary/Purpose:

Oversees project management and construction administration on all major exterior site and green infrastructure projects; and related building renovations. Oversees and manages the performance of prime contractors, MPS trades personnel and architects/engineers during the construction phase of major site projects. Supervises trades personnel as assigned to oversee and inspect major site projects. Represents the Department of Facilities & Maintenance Services with respect to design, construction and building code related issues.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access, and Inclusion

Essential Functions:

- Monitors safe work practices of outside contractors used to abate or remove hazardous or regulated materials (i.e., soils, asbestos, lead, fuels, etc.).
- Oversees and project manages construction administration activities on major site work renovations, supports new construction and major capital maintenance projects.
- Assists in the development of project budgets. 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 manages 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 design and 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 services and activities associated with smaller projects as required.
- Develops scope of work, coordinates with engineers and architects, reviews construction documents and directs construction activities to ensure that the goals and objectives are accomplished within prescribed time frames and funding parameters.
- Coordinates with MPS trade shop personnel to prioritize, budget and plan long range major maintenance and repair projects.
- Reviews and approves change orders and monthly payment requests. Generates written communications as necessary to project participants.
- Reviews and assists in updating the MPS Master Specifications.
- Works with outside agencies and public officials as necessary to evaluate problems or develop ideas in support of potential projects and MPS district initiatives.
- Develops, reviews and maintains green infrastructure, stormwater management plans and other site related documentation and reports.
- Actively supports the MPS Strategic Plan.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree in engineering, or related construction engineering/contracting degree.
- Registration as a professional engineer in Wisconsin is desirable.
- Valid State of Wisconsin motor vehicle operators license and availability of a properly insured personal vehicle at time of appointment and during employment.

Experience Requirements:

- Recent project manager experience on individual projects in excess of \$15 million required.
- Minimum of five years of experience in civil construction or construction related activity.

Knowledge, Skills and Abilities:

- Effective oral and written communications skills and presentation skills are essential.
- Working knowledge and skills of construction documents including AIA and CSI documents.
- Working knowledge with computers including word processing, Excel, and Microsoft projects.
- Experience in writing technical reports as well as general correspondence.
- Ability to evaluate various design and construction methods as well as develop and/or validate construction schedules.
- Ability to evaluate and make decisions on various designs as well as construction means and methods based on technical data, material performance/selection, and constructability constraints.
- Experience in and ability to develop cost estimates.

Working Environment:

- Combination of office and field environment.
- Will be exposed to dirty and dusty conditions as part of field work.

Physical Demands:

- Must be able to climb and work at various heights and in hazardous environments.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.