

Proposed Changes to HR CPR PD are in Red Text

Serves as Construction Engineer responsible for the construction of a number of highway and bridge construction projects for (Location) Office. Coordinates the work of Project Administrators and Office Personnel by planning workloads, work flows, deadlines, work objectives and time utilization with employees. Drives to and from work sites to meet with Project Administrators and inspection staff to discuss ongoing project issues and inspect and observe ongoing construction activities. Supervises employees by communicating regularly, motivating, training, evaluating, and planning and directing employee's work, to perform effectively and efficiently in their job duties. Coordinates personnel monitoring Equal Employment Opportunity compliances, On-the-Job Training and Disadvantage Business Enterprises in accordance with the Federal Highway Administration 1273 Required Contract Provisions for Federal Aid Construction Contracts to assure requirements are met by the contractors.

Reviews all Plans and Specifications for projects in (Location) Office, coordinate and assign Design Phase Reviews. Reviews and comments in writing on Department's Procedures and Specifications. Sign and seal documents as needed.

Assumes the duties of the (Resident/Operations) Engineer including supervision of subordinates during his or hers absence and attends meetings for him/her. Reviews and approves contract invoices in the absence of the (Resident/Operations) Engineer. Assists the (Resident/Operations) Engineer in developing and monitoring of office QA/QC (Quality Assurance/Quality Control) construction plans for (Location) Office. Interviews and reviews applicants for employment with the Department. Develop, monitor, update and revise construction reports as required by the (Resident/Operations) Engineer.

Serves as Department liaison with utility companies, property owners, city and county representatives on projects and attends meetings which involve future construction projects. Drives to and from project sites and accompanies representatives of FHWA on project inspections and Final Acceptance reviews. Checks roadway and bridge plans for accuracy and engineering safety features.

Reviews and develops Supplemental Agreements and Change Orders for construction changes, plan errors, extra work and their justifications for funds approval.

Assists the (Resident/Operations) Engineer in developing and monitoring of office QA/QC (Quality Assurance/Quality Control) construction plans for (Location) Office. Interviews and reviews applicants for employment with the Department.

Develop, monitor, update and revise construction reports as required by the (Resident/Operations) Engineer.

Performs other duties as assigned.