

Norfolk Public School District

Capital Projects Engineer (16)

JOB POSTING

Job Details

Posting ID **16**
Title **Capital Projects Engineer**
Description

Exempt; 12 Months/Year; 252 Days/Year; 7.5 Hours/Day

Minimum Qualifications

- Bachelor's degree in architecture, civil, mechanical, or structural Registered Architect or Professional Engineer certification desired.
- Five years of experience in the administration project management of design projects or construction projects, including at least one year in a supervisory capacity.
- Thorough knowledge of architectural, engineering, and construction contract practices.
- Ability to read design and construction contracts, drawings, specifications, details, and work from blueprints or sketches.
- Ability to plan and direct the work of professional and non-professional personnel.
- Ability to establish and maintain effective working relationships with school district employees, employees of construction and architectural firms, and other officials.
- Ability to complete the necessary documentation required by the school district.
- Ability to communicate effectively, both orally and in writing.
- Ability to use computers, and software to produce reports, letters, spreadsheets, charts, and power point representations.
- Skill in identifying, assessing, and correcting problems.
- Ability to perform the physical aspects of this specification.

Nature of Position

- Manages the design and construction of school projects, including the design and construction of school infrastructure improvement projects.
- Reviews construction documents, both plans and specifications to ensure all aspects of the project have been Ensures that pending construction operations are least disruptive to instruction and the educational process of the school.
- Participates in the pre-construction meeting with the architect/engineer, contractor and project stakeholders.
- Manages the construction schedule and quality of the Advises the school district if/ when, in the employee's judgment, an adjustment to the schedule is required, or the minimum quality of work is not achieved.
- Manages progress of all specified design and construction projects to ensure all schedules are met and the architect, engineer, and/or contractor compiles with all owner directives, project specifications, and all applicable safety and building codes.
- Reviews requests for all change orders to design and construction contracts, researches design and construction costs, and recommends approval or rejection of change orders.

- Manages the solution to problems that occur during the project, which may include seeking expert assistance for architectural, civil, structural, mechanical, electrical, and other types of work.
- Recommends necessary adjustments to construction contracts, schedules, and cost.
- Represents the best interests of the school district to architects and engineers, field personnel, inspectors, and contractors.
- Reviews and make recommendations for payment of architect, engineer, and contractor applications for payment.
- Coordinates the review of shop drawing submissions with appropriate school system staff.
- Provides coordination between school operation and the design and construction process.
- Participates in the preparation and presentation of project information to the school board, committees, civic, and other groups.
- Monitors and reviews the development of detailed architectural and engineering plans, specifications, material and labor cost estimates, and construction time schedules.
- Maintains records and files relative to assigned service areas.
- Performs related work as required.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$64,416.00 to \$102,957.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administrator - VDOE Licensure Not Required	<i>Internal Job Application</i>	Administrator - VDOE Licensure Not Required
<i>Location</i>	FACILITIES MANAGEMENT	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	04/01/2018
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Erika Ricks	<i>Title</i>	Human Resources Technician
<i>Location</i>	HUMAN RESOURCES	<i>Phone</i>	757-628-3905
<i>Email</i>	ericks@nps.k12.va.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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