Title University Engineer
Title Code 04829
FLSA Status Exempt
Date Issued September 20, 1989

General Duties and Responsibilities

This class of positions encompasses professional engineering work and project
management of the University’s capital and rehabilitation construction program. There are
three assignment levels within this class of positions. At each level a University engineer
may sign and seal engineering drawings for which that individual has supervisory or
preparatory responsibility, and may sign and seal other official documents. All personnel
perform related work.

General Work Tasks

Assignment Level I

Under general supervision, performs responsible supervisory, or difficult and responsible
engineering work, such as the following:

− Is in charge of a Unit of major field of engineering.
− Plans, assigns and reviews the work of subordinates, prepares progress reports,
  and may represent a college or the University in relation with contractors and
  their representatives, damage claimants and their representatives, and
  consultants.
− Engages in or supervises the conduct of complex and important research,
  investigations, or studies related to engineering.
− Makes interpretative detail sketches or layouts of engineering plans.
− Assists in the preparation of documents for bidding, advertisements for bids and
  in the final selection of successful bidders.
− Meets with contractors, manufacturer’s representatives, consultants, college
  administrators, Central office and in-house staff to review project details and to
  identify concerns.
− Prepares reports on contracts, estimates, modifications, and recommendations of
  award.
− Reviews projects designed by outside consultants or subordinates and provide in-
  depth written comments.
− Participates in the development of proposals for such major engineering projects
  as the acquisition or disposition of a College or University property or the public or
  private use of such property; may conduct surveys in the development of such
  proposals.
− Participates in engineering investigations of claims for direct or indirect damages.
− Prepares recommendations for alterations or repairs.
− Prepares, or supervises the preparation of specifications, cost estimates, and estimates of materials and equipment in all areas of the assigned projects.
− Prepares change orders if necessary.
− Reviews and comments on change orders.
− Attends job-site meetings when necessary.
− Supervises the conduct of field surveys and construction inspections to secure compliance with contract and other specifications, or inspection of the construction, or alteration of structures, to secure compliance with building codes, zoning resolution and other pertinent statues, rules and regulations.
− Makes periodic field inspections and final inspections as necessary.
− Prepares or supervises the preparation of, compliance or final analysis of the spatial organization and efficient utilization of sites and structures, or the functional arrangement of interior units, utilities and appurtenances.
− Develops engineering designs of a complex nature.
− Monitors and advises the supervisor on the preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.
− Gathers information for preparation of various programs, utilization studies and space inventories.
− Maintains and files reference materials and projects drawings for such purposes as an engineering resource library. This may include duplicating and distributing of materials.
− May supervise University Assistant Engineers, other related professionals, and support personnel.

Assignment Level II

Under direction, with wide latitude for the exercise of independent judgment or action, performs highly difficult and responsible work in a recognized field of engineering, and is responsible for providing engineering related management services for projects of some complexity, such as the following:
− Serves as a consultant on major engineering matters of a College or the University.
− Coordinates projects with other related professionals.
− Applies in-depth knowledge of legal matters related to engineering.
− Directs very complex and important research.
− Supervises a special and difficult project.
- Reviews reports of lower engineers on the preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects; directly monitors if necessary.

- Makes periodic field inspections to assure the timely completion of project phases in compliance with the contract, and pertinent building codes, zoning resolutions and other pertinent statues, rules and regulations.

- Is in charge of more than one unit of major fields of engineering.

- May supervise lower level engineers, other related professionals, and support personnel.

- Assists in the preparation of consultant services contracts.

- Acts as point of contract and liaison within the University and with outside governmental agencies.

- When necessary, periodically performs the duties described under assignments Level I.

**Assignment Level III**

- Serves as a consultant on extremely complex and highly specialized engineering matters.

- Directs all aspects of research on extremely complex and important engineering projects.

- Supervises the generation or review of multiple proposals or reports of a complex nature. Reviews such proposals and recommends for approval.

- Supervises multiple special and difficult projects.

- Represents the University on major engineering projects at major decision making levels.

- Acts as point of contact and liaison for the office of Facilities Planning and Management with the Colleges, Central Office Staff, and governmental agencies.

- May supervise lower level engineers, other related professionals and support personnel.

- Coordinates all activities fro projects assigned,

- Conducts projects meetings with consultants.

- Reviews field reports.

- Reviews, recommends and/or approves change orders in accordance with procedures.

- Reviews projects designed by outside consultants or the colleges.

- Monitors adherence to project budget and program.

- Monitors timely completion or projects phases.
- Assures compliance with project specification and quality requirements.
- Prepares resolutions for budget allocations.
- Recommends approval of contract payments when required.
- Assists the contract administration unit in the preparation of documents for bidding, advertisements for bids and awarding of contracts.
- Attends job site meetings when necessary.
- Makes periodic field inspections and final inspections as necessary.
- May incidentally perform duties under lower assignment levels.

Qualification Requirements

1. A baccalaureate degree in engineering from an accredited college and four years of full-time experience in professional engineering work in the required field; and

2. A valid New York State Professional Engineer’s license; or

3. Education and/or experience equivalent to “1” above. However, all candidates must possess a valid NYS Professional Engineer’s license.

4. In addition, the candidates are required to have one year of project management experience for assignment level II and two years of project management experience for level III. Graduate degree in Public Administration/Business Administration from an accredited college may be substituted for one year of Project Management experience for level III, on the basis of 48 credits for one year of experience.

NOTE:

Direct Lines of Promotion

FROM: University Assistant Engineer (04823) TO: Assistant Chief Engineer (04830)