



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

STAFF ENGINEER

GENERAL RESPONSIBILITIES

Under the leadership of the Executive Director of Facilities and Maintenance, the position is responsible for administering architectural, engineering, and construction contracts related to school renovations, both large-scale and partial new school construction, and certain replacement and maintenance contracts procured through the department. The position serves as a liaison between school personnel utilizing the facilities being renovated or constructed and the architects, engineers and contractors involved in the project. who must interact with school personnel. Responsibilities also include monitoring the progress of construction projects, authorizing appropriate monthly payments, and evaluating projects in collaboration with staff and architectural and engineering firms to ensure compliance with energy efficiency and high-performance building initiatives.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Contract Administration

- Conduct daily administration of architectural and construction contracts pertaining to school design and construction projects.
- Coordinate services and prepare contract agreements.
- Evaluate and oversee decisions regarding the design, construction, renovation, or potential use of existing school facilities.
- Solicit professional architectural and engineering services; secure and evaluate proposals on school projects; make recommendations.
- Review drawings and specifications prior to the bidding process.

Project Planning and Management

- Assist in the initial preparation and update of the Capital Improvement Plan.
- Prepare project scopes, preplanning studies, and preliminary budget estimates on future projects.
- Redesign administrative office space as requested by the Superintendent or Chief Operations Officer.
- Update informational documents (e.g. system information, cost data, and facility history).
- Serve on the Architectural Selection Committee and facilitates the programming and planning phases of projects. Oversee field inspections of school construction projects.

Technical Review and Evaluation

- Analyze infrastructure systems (HVAC, building envelope, etc.) and suggest cost-saving improvements.
- Develop recommendations for the standards of quality of all materials and equipment to be used in school projects considering high-performance building initiatives.
- Develop recommendations for facility modifications to comply with new federal and state codes and statutes.
- Maintain current and comprehensive knowledge of local planning policies, procedures, city ordinances, and state codes.
- Prepare school board agenda items and make presentations regarding professional services or general construction projects.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of construction projects; ability to plan, lay out and direct the work of subordinates; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult architectural/engineering computations and to make comprehensive recommendations on problems; ability to establish and maintain effective working relationships with associates, contractors and the general public; skill in the use of civil engineering instruments and equipment; ability to communicate complex ideas effectively, both orally and in writing; ability to calculate complex cost estimates and prepare technical reports.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree in engineering, Licensed Engineer in the Commonwealth of Virginia, and five (5) years of experience in the engineering profession.



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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.