SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**Project Engineer**
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Assistant Superintendent of Administrative Services or designee
CLASSIFICATION	Classified
REQUIREMENTS	**Experience**: Three years of document control and construction projects. **Education**: High school diploma; Bachelor's degree preferred **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	**Classified Salary Schedule, Range 16.5**
WORK YEAR/HOURS	**260 Days**
LOCATION	**Various District Locations**
BOARD APPROVAL	**October 9, 2024**

BASIC FUNCTION

Under the supervision of the Assistant Superintendent of Administrative Services or designee, the Project Engineer provides project technical support in the areas of evaluation, coordination, and distribution of project-specific information, project performance, and status. Maintain current documentation to ensure project data, compliance, budget, and schedule. Exercises discretion and independent judgment on a regular basis to perform tasks in furtherance of the District's needs.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Functional knowledge of contracts, drawings, estimates, and specifications to evaluate and ensure relation and compliance with project requirements.
- Obtain and maintain data, information, communications, and approvals required by architects, engineers, contractors/subcontractors, or other project-related entities.
- Participate in project meetings to include documentation, administration, and tracking of relevant information and statuses.
- Evaluates, tracks, and ensures contractor, architect, engineer, and provides contractual requirements on areas of safety, performance, project staff, and equipment.
- Performs independent analysis and evaluation of change orders and provides recommendations to project leadership.
- Overall responsibility for developing, managing, and maintaining the document control systems for all projects/programs.
- Gathers, electronically logs, and distributes various engineering documents. Maintains established files of drawings and correspondence. Logs and routes interdisciplinary checks and supplier data.
- Ability to create a document numerical system, filing of documentation, and gatekeeping of review/control packages.
- Create and maintain distribution matrices. Receives, logs, and distributes all vendor documents according to the distribution matrix.
- Responsible for Project closeout to ensure punch list resolution and to secure guarantees, warranties, as-builts, and related provisions for the District
- Interface with project personnel and work effectively in a multidisciplinary team environment of the District
- Performs related duties as assigned.

KNOWLEDGE OF:

- Computer skills and familiarity with Microsoft Office Suite products, and experience with project-related systems such as Bluebeam, and Primavera.
- Basic understanding and application of accounting, cost, administrative, and personnel interaction in professional settings.
- Documentation, engineering and construction principles, techniques, applications, and practices.

ABILITY TO:

- Plan, supervise, organize, schedule, and problem solve.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively in oral and written form
- Use technology effectively for work completion, communication, and presentations.
- Work individually or in a team environment.

- Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence, and records.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in the work environment.

- Color vision to distinguish paint and stain colors, tones, and match
- Work up to 75 feet above ground on ladders, scaffolding, boom trucks, and roofs
- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time.
- Lifting up to 40 pounds to load and carry materials, tools and equipment to work sites
- See for purposes of reading laws and codes, rules and policies, and other printed matters.
- Understand speech at normal levels
- Read a variety of materials and computer screens, and prepare/process documents.
- Manual dexterity to operate tools and equipment
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Walk, climb, bend, twist, stoop, kneel, and reach.

WORKING CONDITIONS

ENVIRONMENT:
Exposure to weather
Temperature extremes

HAZARDS:
Travel to various locations
Active construction areas