



Construction Engineer

REPORTS TO: Construction Engineering Manager	DATE: Revised October 2017
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Position Overview

The Construction Engineer assists the Resident Engineer in managing Federal-aid construction projects and contracts. The position assists Local Highway Jurisdictions (LHJs) in selecting and managing project consultants. This position but has some discretion to carry out the functions of the job.

Essential Functions

- Assists Resident Engineer and LHJs in selecting and managing project Construction Engineering & Inspection (CE&I) consultants;
- Reviews project plans, specifications, and cost estimates;
- Attends constructability review meetings with sponsors and consultants at different phases of design;
- Conducts pre-construction meetings with contractors, federal, state, local agencies, and the public;
- Negotiates man-hours and fees with CE&I/EOR/IA/LR consultants;
- Reviews project payment requests and recommends approval;
- Prepares change order documents;
- Prepares ITD forms that accompany all agreements;
- Prepares Request for Information (RFI) or Request for Proposals to solicit CE&I services;
- Assist the Resident Engineer in review of RFI, RFC, and contractor submittals;
- Prepares letters and memos;
- Performs Construction Claim Analysis (CCA), researching, reviewing, and making recommendations to resolve claims and disputes between contractor, consultant, and other parties;
- Acts as liaison between the contractor, consultant, and state and federal agencies;
- Assists in interpreting project specifications for the contractor and consultant;
- Creates and maintains records, logs, documents, and a database of project progress through completion; processes project closeouts;
- Educates LHJs on federal and state highway construction and maintenance aid processes;
- Assists LHTAC staff in reviewing work of CE&I consultants and making recommendations on future contracts;
- Attends trainings to maintain knowledge of industry standards, new technologies, and updated procedures;
- Supports other LHTAC co-workers with construction information to ensure funding, constructability, and standards are met on all projects;
- Reviews project files held by CE&I consultants during active construction to ensure that all federal-aid standards are being met.
- Support CE&I consultants in interpretations of plans and specifications;
- Other duties as assigned;

- Performs all duties according to LHTAC policies and procedures.

Education & Experience

- Bachelors' degree in engineering with a Bachelors' degree in civil engineering preferred from an ABET accredited institution;
- Idaho driver's license;
- Licensed as a Professional Engineer by the State of Idaho in good standing;
- Two to three (2-3) years of experience in construction management or roadway and bridge construction engineering is preferred;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Knowledge, Skills & Abilities

Knowledge of:

- Roadway and bridge construction inspection methods, techniques, and materials;
- Methods, techniques, and objectives of construction project management, with emphasis on compliance with applicable federal, state, and local specifications, standards, regulations, and policies and procedures;
- Project construction issues and procedures including, but not limited to, environmental, geotechnical, structural, survey, public involvement, contract administration, change orders, claims, and related issues;
- State, federal, and other applicable environmental laws, statutes, and regulations and their application to road, highway, and bridge construction and maintenance;
- State and federal agencies with regulatory governance of road, highway, and bridge projects;
- Methods, techniques, and objectives of interpersonal communications, including making group presentations.

Skill and Ability to:

- Perform with significant attention to detail;
- Make timely and sound engineering decisions with minimal oversight at times;
- Apply engineering principles to local jurisdiction projects, including reviewing proposal and project concepts, plans and specifications at all project phases, materials phase reports and cost estimates;
- Comprehend and interpret federal funding requirements as they pertain to local projects, property acquisition and right-of-way documents;
- Provide assistance and information to contractors, federal, state and local agencies, the public and others;
- Maintain a working relationship with co-workers, contractors, consultants, local jurisdictions, and state and federal agencies;
- Operate basic office equipment including a personal computer and job-related software applications;
- Operate a motor vehicle;
- Operate survey equipment;
- Listen carefully to understand and effectively communicate through verbal English language, written and interpersonal communication channels;
- Follow verbal and written instructions;
- Maintain a professional demeanor at all times, including in stressful situations;
- Maintain confidentiality of information and records;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations.

Physical Demands & Environment

The majority of work is performed in an office and public building environment. This position has the following physical demands and incumbents must be able to perform the essential functions of the job with or without reasonable accommodation.

- Frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites.
- Ability to use hand/fingers for to keyboard or type, handle materials, manipulate tools, and reach with hands and arms.
- Able to operate job-related equipment and drive a vehicle.
- Sitting at a desk for up to 8 hours at a time.
- May lift up to 30 lbs. with assistance.
- Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.
- Sufficient mobility to maneuver around a construction site is required.

Travel Requirements

The position requires some travel and on-site construction inspection work.

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.