

Capital Improvement Project Engineer

Description

The Capital Improvement Project Engineer is a technical position which provides exceptional professional service in managing the design and construction administration of City Capital Improvement Projects. This position serves as a Project Engineer in the Public Works Department, responsible for developing and coordinating work scopes, schedules, budgets, and quality requirements while managing utility coordination, contracted professionals, engineering technicians, and other related professionals. This position will also lead or make presentations at City Council meetings, neighborhood meetings, and project meetings.

Position Responsibilities

Project Development. Responsible for scope development, cost estimating, scheduling, planning, risk assessment, and contracting of Capital Improvement Program projects. Responsible for understanding the execution plan for the design and construction work. Contracts with outside engineering consultants to provide project development deliverables as required.

Project Management. Monitor construction contractor activities and progress to deliver projects that meet or exceed high quality standards, on schedule, and within budget. Provide excellent communication to all stakeholders. Ensure that proposed plans consider the overall safety of contractors and stakeholders. Responsible for understanding the project contract and enforcing the provisions of agreements in collaboration with the City Attorney. Responsible for early and regular utility coordination in collaboration with ROW Program Manager.

Contract Administration. Prepare or supervise the preparation of inter-local agreements, development agreements, contracts, and other related agreements and contracts required in the process of executing projects. Provide training or policy guidance to contractors, utility companies, and other engineers and design professionals in the preparation of these documents

Design and Specifications. Manage the delivery of project design plans with high standards of current engineering practice in accordance with the Shawnee Municipal Code. Provide expertise of applicable codes to prepare design specifications and standards. Coordinate the review of construction plans, specifications, and documents with other City departments to determine their conformance with the Shawnee Municipal Code, Building Codes, ADA, departmental procedures, and other good engineering practices.

Field Surveys. Understand the principles of land surveying and coordinate the completion and review of land surveys performed by professional land surveyors. Prepare and/or review survey data used for legal documents, specifications, and contract documents

Right of Way/Easement Acquisition. Coordinate or manage contracts for the acquisition of land ownership or rights as necessary for the execution of projects. Retain land appraisers,

acquisition agents, title insurance companies, and other professionals for the purpose of documentation and acquisition.

Technical Assistance. Provide interdepartmental assistance and expertise for plan review, specifications and standards interpretation, engineering solutions, site inspection, cost estimating, and maintenance relating to facilities and park infrastructure.

Service Requests. Provide excellent stakeholder service in response to public inquiries in areas regarding City infrastructure. Coordinate communication per the requirements of the City policies as authorized.

Minimum Requirements

Capital Improvement Project Engineer

- Bachelor's degree in Civil Engineering, Architecture, Construction Engineering, Construction Management, or related field.
- Minimum of four (4) years experience in design, construction, and project management of public buildings or park facilities.
- Possesses registration as a Professional Engineer in the State of Kansas, or can obtain within 6 months of appointment.

The hiring range for the Capital Improvement Project Engineer position is \$71,000 to \$80,000, depending on the qualifications listed above.

Senior Capital Improvement Project Engineer

- Above requirements including education and certifications.
- Minimum of seven (7) years experience in design, construction, and project management of public buildings or park facilities.
- Previous municipal experience in Street, Stormwater or Commercial Construction projects preferred.

The hiring range for the Senior Capital Improvement Project Engineer position is \$82,000 to \$100,000, depending on the qualifications listed above.

Any combination of education and experience that provides the knowledge, skills and abilities to successfully perform the responsibilities listed in this job posting may also be considered.

Work Schedule

This position generally works eight hour days (8:00 am to 5:00 pm), Monday through Friday (excluding holidays) with a one hour lunch break.

Disclaimer

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Shawnee reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

If reasonable accommodation is necessary to apply or further information is needed, please contact: Human Resources, Shawnee City Hall
11110 Johnson Drive, Shawnee, KS 66203.
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