

## Engineering Project Manager

### Job Profile Summary

Position requires a wide range of technical and professional experience in: building design/construction, construction cost estimating, furniture and office equipment, asset verification accounting principles and a general knowledge of construction. Position reviews and understands plans and specifications, develops time schedules, oversees architects and engineers.

### Responsibilities

- Analyzes construction projects to review architectural, mechanical and electrical items, providing problem resolution.
- Monitors and coordinates projects to assure completion in accordance with schedule.
- Estimates project cost, evaluates proposed changes to projects and approves payment.
- Maintains compliance with building and safety codes and other regulations, reviews engineering and architectural drawings and specification.
- Directs construction supervisors and monitors the progress & construction activities including delivery and use of material, machinery, equipment & vehicles.
- Understands mechanical, electrical and structural systems and provides owners review of operations.
- Participates in project meetings and committee meetings.
- Monitors project cost.
- Directs, counsels and advises other departments on all building planning matters.
- Consults with departments to qualify and quantify specific facility requirements.
- Evaluates the appropriateness of specific project requirements and recommend the most appropriate and cost effective solution for completing the work.
- Develops and maintains specific project budgets which annually exceed \$15 million.
- Develops and maintains the project schedules.
- Advises appropriate authorities of major changes in project schedules or budgets, which affect the overall construction work or departmental operations.