JOB DESCRIPTION

Project Engineer – Facilities Operations

Definition of Class
This is a supervisory position in which the incumbent plans, coordinates, and supervises the preparation of job estimates for minor construction projects, including daily requests, repair, and renovation; and assists in designing and planning for new construction. Coordinates the scheduling of projects with the various shops and the departments requesting work; monitors work in progress and inspects for quality and completeness; frequently exercises discretion and independent judgment. The incumbent is under the general supervision of the Associate Director of the Facilities Operations.

Examples of Work Performed
Supervises and assists in the preparation for job estimates for repair and renovation projects; prepares estimates for minor alterations as requested; and assists in planning and cost estimation for new construction.

Confers with faculty and staff on work requested; coordinates scheduling of the work to be performed with the various shops and the departments concerned; coordinates the selection and activities of contractors awarded work projects; inspects work for quality and completeness; and prepares progress reports for supervisor, IHL, and other agencies as required.

Supervises and assists in the preparation of specifications for the purchase of equipment and materials.

 Develops and maintains plats and other property maps; develops and maintains an inventory of the University’s real property, including appropriate descriptions; researches and maintains property deeds; and conducts land surveys.

Develops or supervises layouts and drawings for roads, curbs, parking lots, recreational facilities, driveways, or other University projects.

Prepares specifications and coordinates the process of contractor selection and project management.

Prepares applications to the Federal Aviation Administration and other applicable agencies for grants or financial assistance to be used in the maintenance of the airport.

Maintains safety standards to comply with federal, state, and local codes and regulations.

Plans, schedules, and supervises the work of assigned employees; makes recommendations concerning employment, vacation schedules, performance evaluations, and other personnel actions.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares budget estimates for various projects.
2. Designs projects as solutions to requirements of various clients.
3. Prepares grant applications to Federal Aviation Administration and other applicable agencies.
4. Prepares plans and specifications for bidding on various projects.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is occasionally required to stand; walk; sit; and talk and hear.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in civil engineering from an accredited four-year college or university.

AND

Experience:
Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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