



*Protecting Lake Michigan & Our Waterways.*

**North Shore Water  
Reclamation District**

## **NOTICE**

### **CONSTRUCTION ENGINEER**

Performs engineering work in the design, construction, maintenance and operation of water reclamation plants and collection system including collection and analysis of data and information for project scope development, preparation of contract documents, and bidding. Interface with Project Manager during construction phase of projects.

Five years of inspection experience in sewer, water or infrastructure projects, including a background in both field inspection and office engineering and Bachelor's Degree in Engineering, Construction Management or a related field. A valid driver's license is required.

North Shore Water Reclamation District  
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Equal Opportunity Employer



*Protecting Lake Michigan & Our Waterways.*

## **North Shore Water Reclamation District**

### **JOB DESCRIPTION**

**Title:** Construction Engineer

**Department:** Engineering Services

**Job Purpose Statement:** Performs engineering work in the design, construction, maintenance and operation of water reclamation plants and collection system including collection and analysis of data and information for project scope development, preparation of contract documents, and bidding. Interface with Project Manager during construction phase of projects.

**Reporting Structure:** Supervisor of Design and Construction and/or Project Manager.

#### **Job Functions:**

- Supervise construction on wastewater treatment and collection system projects and provide quality assurance that completed work complies with the plans and specifications.
- Actively participate in all pre-construction meetings, site visits and evaluate existing conditions with respect to contract requirements and prepare minutes and /or comprehensive reports on job related meetings.
- Work closely with Engineering staff to understand project scopes and specifications and provide input prior to bid stage.
- Maintain accurate records and reports related to the projects.
- Act as point-of-contact and coordinate directly with general contractor and negotiate change orders.
- Monitor progress against accepted construction schedule and review the Contractor's progress reports. Assess the progress and inform the Project Manager in case of delay.
- Oversee field site activities and provide technical advice on construction and design.
- Discuss deviations from specified construction materials and procedures with Engineering staff.
- Regularly review and approve contract submittals and payment applications to contractors.
- Participate in contract close-out activities.
- Conduct regular progress meetings with the contractor and appropriate personnel and report on any issues, as necessary.
- Work closely with Operations staff to evaluate and provide technical advice on Capital project scopes at budget time.
- Other duties as assigned.

**Title:** Construction Engineer

**Department:** Engineering Services

**Physical and Visual Activities:**

Physical and visual activities that are commonly associated<sup>†</sup> with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision.

**Physical Demands:**

Physical demands commonly associated<sup>†</sup> with the performance of the functions of this job.

Lift up to 1 lb over 15% and up to 40% of the time. Lift Over 1 lb and up to 5 lbs up to 15% of the time.

**Environmental/Atmospheric Conditions:**

Environmental and atmospheric conditions commonly associated<sup>†</sup> with the performance of the functions of this job.

Inside, Outside, Both conditions, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Toxic Conditions, Dust, Poor Ventilation, Usual Office Environment conditions.

**Job Qualification Requirements**

Using the information from The Job Performance Requirements Checklist and the information from the top portion of this page, determine the selection criteria for this position. Include only the minimum hiring qualifications.

**Knowledge:** Bachelor's degree in Engineering, Construction Management or a related field.

**Experience:** 5+ years of inspection experience in sewer, water or infrastructure projects, including a background in both field inspection and office engineering.

**Machines, Tools, Equipment (Office and Industrial), Software:** Proficiency in use of personal computers and engineering tools. AUTOCAD, GIS (ARCVIEW).

**Licenses/Certifications:** n/a

**Other skills:** Strong verbal and written communication skills. Ability to read and interpret contract documents and construction plans and specifications. Ability to work independently with minimal supervision. Strong time management skills and excellent attention to detail. Ability to work on multiple projects/deadlines. Valid driver's license.