

GS-0810-12 Civil Engineer (Project Engineer), Fort Gordon, Augusta GA

1. Serves as the project engineer, responsible for the on-site engineering, contract administration and quality assurance of work. The work consists of construction of various types of buildings and facilities typical of a military installation, as well as projects in support of civil works programs. The work typically includes site development, foundations, structural steel, masonry, mechanical, electrical, controls, and building automation systems. Support of civil works may also include dredging.

- Exercises surveillance over the work and activities of the prime contractor and subcontractors engaged in construction activities. Plans, executes and reports on work in progress and ensures that all contractors perform work in accordance with the terms of the contract. Reviews and approves contractor's construction schedules and quality control procedures. Advises contractor on technical problems, and takes timely corrective action on problems identified. Makes controlling interpretations of plans and specifications and engineering determinations that methods and materials comply with contract specifications. Develops methods and adapts District's rules, procedures, and policies so as to provide the organization and direction to monitor and apply enforcement tools where necessary, stopping work progress when required by non-compliance.

- When appointed, represents the Contracting Officer as his authorized representative in all matters relating to construction. Determines the need for change orders, and reviews change orders prepared by others to determine need and effect on construction. Prepares sketches, drawings, cost and time estimates, and other data required to issue change orders. Negotiates contract adjustments with contractor for change orders and prepares all records of negotiation recommending contract adjustments.

- Responsible for the review and approval/disapproval of all submittals made by the contractor pertaining to materials and equipment to be employed under the contract. In the event the proposed material and equipment meet the contract requirements but will not produce a workable overall installation due to errors and/or omissions in contract plans and specifications, initiates necessary corrective action.

- Administers the District Safety Program at the project and enforces applicable safety rules and regulations while furthering the expeditious completion of work.

- Responsible for enforcement of DOL Standard regulation procedures to ascertain that labor standards provisions of the contractor are being complied with. Brings violations to the attention of the contractor, accepts complaints from contractor employees, makes preliminary investigations and forwards findings to District Office for processing.

- Maintains liaison with and participates in discussions with using agency and contractor representatives on matters of safety, post regulations, coordination of utility outages, progress of work and needs of the user with respect to work under construction and final release of completed projects to using agency. Obtains final acceptance from user after full compliance with contract and occupancy granted.

- Prepares estimates of completed work for partial payment to contractor. Prepares basic

data for cost and progress reports, etc. Reviews and recommends approval of contractor's construction schedule, shop drawings, and as-built drawings. Brings Corps work closer in harmony with the national environmental programs. Monitors environmental performance and public relations and reports as required. 90%

2. Serves as the project team lead in coordinating work and tasks associated with the project. Works to achieve required Consolidated Command Guidance (CCG) metrics on the project. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, and/or improve business practices.