

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Construction Project Engineer/Coordinator

FLSA STATUS: Non-Exempt

PAY RANGE: \$85,000 to \$110,000
based on qualifications, experience, education

DEPARTMENT: Office of Real Estate and Construction

REPORTS TO: Sr. Construction Project Manager

SCHEDULE: M – F, occasional weekends and evenings

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Priests, Business Managers, School Principals, Cemetery Department, Accounting Department, Government Agencies, Construction Managers, Architects, Contractors, Subcontractors and Vendors.

PRIMARY PURPOSE:

Provides construction administrative, clerical, and field support for the Real Estate and Construction Department, specifically to the Sr. Construction Managers. This position has visibility with regards to Diocesan representation to contractors, vendors, and the public.

ESSENTIAL FUNCTIONS:

- Communicate in a professional manner with parishes, schools, contractors, and vendors on behalf of the Real Estate and Construction team.
- Maintain an organized, accurate and updated electronic project filing system.
- Maintain list of approved and pending general contractors.
- Manage and monitor RFP/bid process beginning to end. Creates, distributes, and collects bid request packages. Communicates selection results to appropriate representatives. Maintain bid files.
- Draft construction contracts, purchase orders, change orders, project approval letters, capital requests, payment requests and wire transfers.

Routes through complete execution process. Follow-up as needed to ensure deadlines are met.

- Ensures the quality and timeliness of construction deliverables and documents such as RFI's, submittals, COR's, PCCO's, lookaheads, daily reports, etc.
- Work with accounting department to manage vendor payment process beginning to end, including any payment discrepancies.
- Maintain electronic project files and budgets updated; distribute weekly general contractor payment status reports and monthly budget reports to internal project managers.
- Coordinate with government/city agencies pertaining to plan submissions and permit applications/approvals. Conduct due diligence on city requirements/criteria for fences, signage, and building permit submittals.
- Obtain and organize all necessary "close-out" documents including warranties, owner's manuals, record drawings, product data, etc.
- Work with vendors on new vendor set up, including NetVendor verification.
- Assist with scheduling meetings and maintaining outlook calendars.
- Prepare correspondence and meeting agenda and materials. Place material and service requests.
- Prepare, schedule, coordinate and monitor assigned projects.
- Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications.
- Perform overall quality control of the work (budget, schedule, plans) and report regularly on project status.
- Assist in the development of cost estimates.
- Review plans and other technical documents.
- Answer questions regarding the scope and/or timing of the project.
- Monitor costs and project progress.
- Maintain control of all project documentation.
- Manage and track RFI's from the field to the architect/engineer of record.
- Maintain/update project records.
- Assist the project manager in creating and distributing the project schedule.

- Assist project manager with conflict resolution between owner, contractor and subcontractor.
- Assist project manager in getting building permits for the project.
- Understand appropriate building codes/ regulations.
- Coordinate project change order management.
- Conduct and document weekly project OAC meetings/decisions.
- Assist the project manager with site safety documentation and coordination.
- Assist the project manager with closeout of the project.
- Assist the project manager with other assigned tasks.
- Answer telephone calls, take messages, and direct callers to appropriate parties. Monitor the real estate/construction email inbox.

REQUIREMENTS AND SKILLS:

- Minimum five years of office and project administrative experience, preferably within the construction field.
- Excellent time management skills, organization skills, problem solving skills, and attention to detail, capacity to prioritize by assessing situations to determine urgency, and ability to undertake self-directed tasks when necessary.
- Advanced proficiency in the use of computer programs: Microsoft Office (Excel, Word, Outlook, Publisher), and Adobe.
- Familiarity with rules, regulations, best practices and performance standards.
- Ability to work with multiple discipline projects.
- Decision making ability and leadership skills.
- Demonstrate flexibility and is adaptable to change.
- Ability to read and comprehend plans and specifications.
- Ability to effectively communicate written and verbal information.
- Self-motivated and proactive with ability to follow procedures, work within established guidelines, and work independently as needed. Flexible and adaptive to change.

- Works well in a team environment. Maintain a courteous and professional demeanor; maintain confidentiality.
- Have a basic understanding of construction documents.

DESIRED:

- Bi-lingual English/Spanish or English/Vietnamese
- Experience in the construction field
- Skills in Adobe, InDesign, Photoshop, MS Project, ProCore, Document Control and Change Management Platforms.
- Ability to read and comprehend plans and specifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

<i>Typical Working Conditions:</i>	Office environment.
<i>Equipment Used:</i>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
<i>Essential Physical Tasks:</i>	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.