

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: Engineering Project Manager	Job Family: Facilities Planning & Operations	Job Family Zone: FP24 Specialist 49273306
Position Number:	Department Name: Facilities Planning & Capital Programs	SAP Organization Unit Number: 50010554
Employee's Name:	Date of Last Update: 01/11/23	Title of Supervisor: Director of Engineering
SAP Personnel #:	Last Updated By: Bryce Johnson	Name of Supervisor: Bryce Johnson

**Position Summary**

This position is a member of the NU System Facilities, Planning and Capital Programs (FP&CP) team. This position is responsible for providing engineering oversight for building and utility plant systems; preparing engineering analysis and design services for systems; managing construction projects having a mechanical, electrical or civil engineering focus; and other general technical support. FP&CP projects occur at UNK, UNL, UNO, and NCTA campuses and outstate facilities. First preference will be for a mechanical engineer to work primarily out of the office in Lincoln or Omaha, NE.

**Duties & Responsibilities**

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related assignments as requested. This list describes major responsibilities:	% of Time	Essential Functions
<p><b>Engineering Project Management:</b> Provide overall leadership and project management services for large and small construction projects with an engineered system (mechanical, electrical, plumbing, civil, utility) focus. Tasks include: Manage and direct all activities throughout the project involving pre-design, schematic design, design development, construction documents, bidding, construction and warranty; determine the level of professional services needed to meet project/program requirements; establish scope, schedule and budget/cost; manage document preparations for design services and contract documents for bidding and award; review and approve progress payments, change orders; establish and monitor schedule of work; review shop drawings; coordinate efforts with all stakeholders to assure timely completion within scope and budget; and obtain accurate and complete project close-out documentation.</p>	40	X
<p><b>Engineering Oversight/Support Construction Projects:</b> Provide engineering oversight for large/capital construction projects typically designed by outside architects and engineers. These projects may be very technical and require broad and in-depth mechanical engineering knowledge. Key areas include the evaluation of different mechanical, electrical, and civil system design concepts addressing suitability, trade-offs and energy impacts; the review of design and construction submittals for adequacy, completeness and adherence NU Design Guidelines; and assistance with punch lists, commissioning guidance and other technical assistance, as required, during the construction completion phase.</p> <p>Provide engineering design support for small to medium construction projects. Design services include determining appropriate systems, cost estimating, preparing intermediate design submittals and construction documents for building and utility plant mechanical systems. These projects are typically not to the level of complexity or scope to require a PE stamp.</p>	30	X

<p><b>Other General Support:</b> Role provides various other general technical support, including troubleshooting, University Design Guidelines and modeling. Tasks include:</p> <p>Troubleshooting: Provide technical expertise for troubleshooting campus systems and identify solutions.</p> <p>University Design Guidelines: Generate and maintain mechanical, electrical, and civil engineering guidelines, design standards and installation details for the University.</p> <p>Modeling for Utilities: Generate and maintain hydraulic models for steam, chilled water, heating hot water, and storm drainage systems.</p> <p>Other: Direct work of CAD technicians/designers.</p>	30	X
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**THIS POSITION:**  **REQUIRES ATTENDANCE AT THE WORKPLACE** or  **IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEENTS** (request forms required)

**And is considered:**

**ESSENTIAL** or  **NON-ESSENTIAL** (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)

**Zone Definition Factors**

**Nature/Complexity of Work**

Consistently make well-informed, sound decisions regarding building/utility systems, client needs, situational opportunities and constraints, professional best practices, University standards, policies, and procedures as required to meet project scope, schedule, and budget.

This position determines best design and methods, selects specific materials and components, etc. Serves as a full member of construction design team exercises significant judgment in representing and defending interests to a wide variety of audiences with differing goals, agendas, and perspectives.

**Problem Solving/Decision-making**

Overviews design and construction workflows to ensure accuracy, timeliness, and high quality. Monitors projects to ensure costs, materials, schedules, and quality are consistent with approved design and construction documents.

Resolves or communicates issues to appropriate individuals internal and external to the department in a timely and professional manner.

Coordinate the communication of complex technical decisions within previously agreed upon goals, standards, and Master Plans.

Demonstrates effective facilitation and conflict resolution skills.

Views projects from clients' and stakeholders' points of view. Understands all potential uses and lifelong maintenance of the completed project. Gives direction to design and construction teams to facilitate project success in stated points of view.

Monitors the progress of projects and resolves problems with quality of materials, schedule changes, or change requests.

**Strategic Impact**

Poor technical decisions may result in negative impacts on University buildings, equipment, research and other programs. Such poor decisions can be costly to remediate as well cause considerable inconvenience to the campus community. Poor communication and interpersonal skills and/or decisions may negatively impact perceptions of outside parties and cause unnecessary expenditures of time and money.

**Know How**

This position requires the ability to work with stringent timelines, respond quickly to shifting priorities, and make sound priority judgments. Excellent organizational skills with competence in working both independently and as a member of a team demonstrating exceptional technical, analytical, interpersonal skills and attention to detail.

**Technical Know How**

Comprehensive knowledge of HVAC, plumbing, fire protection, fire alarm, and structural systems. Strong knowledge and experience working with central utility plant and campus distribution of steam, chilled water, power, and communications systems. Knowledge of structural work (tunnels and flatwork) and site storm drainage to support the needs of each University campus. Knowledge of applicable codes, laws, regulations, rules, policies, and procedures. Keeps current on industry and

professional practices, technical developments, certification and licensure. Shares subject matter expertise appropriately with others.

### **Interactions**

Nearly continuous interactions with others, external and internal to the University, to gather and/or disseminate information, request and evaluate work, solve problems, coordinate resources, advocate, influence, and persuade and build, or rebuild, trust and good faith for ongoing, successful relationships and represent the department/University. Effectively participates in and facilitates group discussions/meetings, with a team-oriented spirit, to achieve common goals and to recognize, involve, value and encourage contributions, points-of view, talents and abilities from/of others across all levels. Demonstrates positivity, sensitivity, tact, respect and professionalism. Listens actively, and without interrupting, to respond appropriately and supportively to information shared by others. Displays control and flexibility in complex, ambiguous or stressful situations. Builds teamwork by inspiring trust and commitment and by employing effective conflict resolution skills. Communicates problems, concerns and issues, and their potential solutions, with management/supervisor in an effective and timely manner.

### **Leadership (where applicable)**

Conducts work with the knowledge the customer is the public/taxpayer; identifies and understands stakeholders, knows they are ultimately responsible to the Board of Regents, and takes ownership of assigned projects/deliverables. Embraces the mission, vision and values of FP&CP and the University. Works with a sense of urgency. Displays a passion for excellence. Leads projects by establishing direction, aligning/motivating people and inspiring success. Sees and understands the big picture, effectively handling roadblocks. Understands how to use formal and informal channels within the University to get things done.

### **Supervision**

This position exercises project-based supervision and/or training to CAD technicians/designers and administrative aides. General supervision is provided to this position. Work is reviewed at a high level by the Director of Engineering with a documented performance discussion at least once a year.

### **Qualifications and Attributes**

#### **Required Qualifications**

- Bachelor's degree in Mechanical, Electrical, or Civil Engineering from an ABET accredited institution.
- Five (5) years of experience in the design and construction of building and utility systems including HVAC, steam, chilled water, power, plumbing, fire protection, etc.
- Demonstrated proficiency with AutoCAD / Revit, MS Office software suite, and engineering design utilities with an eye for attention to detail.
- A valid driver's license is required to drive a University vehicle for campus visits.

#### **Required Licenses or Certifications:**

- Professional Engineer (PE) State of Nebraska or the ability to obtain license by comity within 6 months of employment.

#### **Preferred Qualifications**

- Demonstrated Project Management and Construction administration experience
- Experience with infrastructure systems in a large research university
- Demonstrated proficiency with Visio, Bluebeam, Adobe, Sketchup

Ideal candidate will have verbal and written communication skills that clearly, concisely and effectively communicates simple and complex information, adapting to the audience appropriately; have the ability to learn and adapt to new technologies and teach others; demonstrate skills in teaching or coaching others; design experience with an architecture / engineering consulting firm or construction management firm;

## Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours								Indicate intermittent or constant		
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	X	
Stand	0	1	2	3	4	5	6	7	8	X	
Walk	0	1	2	3	4	5	6	7	8	X	
Drive Motor Vehicle:	0	1	2	3	4	5	6	7	8	X	

Explain -- Driving project sites or locations of systems may be required.

Normal office conditions in addition to:

- irregular and extra hours as needed for project oversight and coordination
- periodic travel associated with projects
- exposure to unpleasant working conditions, inside and outside, on construction sites
- climbing of ladders to complete field condition assessments and inspections

### 2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling	X		
Reaching			
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	X		
Crawling	X		
Climbing			
➤ Ladder	X		
➤ Stairs	X		
➤ Other			
Walking on rough ground	X		
Exposure to changes of temperature/humidity	X		
Exposure to dust/fumes/gases/chemicals	X		
Being near moving machinery	X		
Working from heights	X		

### 3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	PULL=PL
	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L,C,P,PL			
25 - 49 lbs				
50 - 74 lbs				

\* If the position requires the employee to handle over 50 lbs - please explain

### 4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			X
Other Explain:			

Summary:	Zone Assignment= Specialist	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	1/11/2023
Supervisor:	Bryce Johnson	1/11/2023