

### **Scope of Services: Chief Engineer, Unclassified**

Scope of services to be provided by the employee, to serve as the department's Chief Engineer under the direct supervision of the Director of Public Works and directs the daily operation of the Capital Improvement Projects-Vertical Division (CIP) Engineering sections, Design and Analysis, Contracts Administration, Construction Quality Control, Program Coordination and Quality Control, Building Permits, and Administrative Support Services. The following services that may include but are not limited to the following:

- Plans, schedules, assigns, manages, and supervises the work of professional, and technical staff within the Capital Improvement Projects-Vertical, DPW. Administers the programs and activities of the overall engineering functions.
- Perform engineering and/or supervise and sealed plans and specifications for in-house designed projects including contract change orders during construction.
- Provides technical support to project managers during project development and construction of CIP vertical projects.
- Reviews, supervise and approves the scope of work, schedule.
- Reviews, supervise and approves all professional services and construction contracts including task orders, amendments, contract change orders, supplemental agreements and addenda.
- Review, supervise and approve the plans, specifications and estimates performed by consultants and others.
- Monitor and evaluate construction activities and ensure that the designs are executed and conform to acceptable minimum standards.
- Prior to submitting a final, perform a final review of all submittals and payments for compliance with all contract documents, for all projects.
- Review and approve DPW standard plans, specifications, other manuals and guidelines required to maintain a functioning CIP-Vertical program.
- Establish and maintain effective working relationships with other agencies, consultants and others.
- Assist the Director in responding to complaints and inquiries.
- Directs and monitors budget development and administration.
- Maintains liaison with other departments in conceiving, planning, and executing engineering projects or programs.
- Develops and implements engineering standard, technical data and procedures to serve as a guide for public and private engineers.

- Originates new concepts, methods and techniques for research planning, program guidance, program evaluation, technological forecasting, and resource allocation.
- Monitors progress of projects *or* programs through the various stages; recommends or makes modifications in schedule or scope of work projects to ensure compliance with statutory requirements and technical objectives.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of the general engineering fields applied in pertinent engineering projects.

Knowledge of authoritative reference works in the general fields of engineering.

Knowledge of the local and federal laws and regulations related to the engineering functions.

Ability to administer the programs and activities of the overall engineer and capital improvement functions.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

### **MINIMUM EXPERIENCE AND TRAINING**

- \* Registered professional engineer in the field of Civil Engineering for at least ten (10) years in one of the states or Territories of the United States.
- \* A minimum of ten (10) years of experience in a leadership capacity in the administration of a complex and diversified engineering program which demonstrates a high degree of creative foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities.
- \* A minimum of ten (10) years continuous and progressive experience in construction and design and program management; knowledge in mechanical and electrical engineering program management.
- \* Graduation from an accredited United States college or university or equivalence with a Bachelor's degree in Civil Engineering.

### **REQUIRED QUALIFICATION**

The Guam Board of Registration For Professional Engineers, Architects and Land Surveyors statues §3126, Exemption Clause states that engineers hired as a chief engineer for a government entity may be granted a one (1) year temporary license from the date of hire. Prior to the expiration of his temporary license, the individual must submit an application for a regular *or* permanent registration to practice engineering , *if* otherwise qualified, in order to continue to serve as Chief Engineer.