JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Design Engineer

Job Code: 6698

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for coordinating the University¿s interests between multiple Facilities Management offices through all phases of Capital Construction projects for architectural-related trades.

- Acts as point of contact for design and technical reviews conducted for all Capital Project design submissions.
- Coordinates technical design review schedules.
- Oversees overall quality control of the work and prepares regular reports on project status.
- Records, and posts the outcomes of reviews and resolves associated conflicts between vested internal departments.
- Aids project teams in determining the completeness of design submittals and provides assistance and technical support.
- Reviews Architectural construction documents to confirm proper coordination with the project design plans and resolve technical design differences.
- Participates in cost estimate reviews, cost reconciliation, cost reduction, and value engineering and change order processes.
- Manages engineering deliverables and initiates appropriate corrective actions.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: Bachelor¿s degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 108 months' related experience.

Experience:

Required: A minimum of 60 months of experience reviewing plans for major construction or renovation projects.

Required Certifications or Licenses:

- Valid engineer license.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Effective verbal and written communication skills
- Highly organized and able to produce reports and
- handle multiple projects and deadlines
- Ability to read, interpret and evaluate construction
- drawings and specifications
- AutoCad
- Working knowledge of the principles of design, architectural building elements and systems, as well as a solid grasp of construction industry practices and procedures.

Working Conditions

Physical:
Ability to engage in repetitive motion.

Environmental:
Standard Office Environment.

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