

POSITION: CIVIL ENGINEER (OBO)

BASIC FUNCTION OF POSITION

The Civil Engineer shall be directly responsible to the OBO Project Director (PD) or his designate. The incumbent shall provide professional engineering services in support of the project. The incumbent shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders including preparing cost estimates; and other construction engineering-architectural duties related to the project to construct the Rangoon American Center (RAC) as directed by the OBO PD or his designate.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO PD or his designate as to their conformity and non-conformity to the approved drawings and specifications. Make recommendations to the OBO PD on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs insuring contractor compliance with the terms and conditions of the contract between the construction contractor and the Government. The value of the construction contract is \$17.6 million and the duration is 25 months. The value of the work to be overseen by the incumbent will be approximately \$9 million...40%
2. Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO PD or his designate. .. 20%
3. Prepare weekly, monthly and other reports of the progress of construction as required by the OBO PD or his designate. Provide digital photographic records to support reports. 10%
4. Update and monitor contractor construction schedule in regards to civil construction, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO PD or his designate, including recommending the amount of time extensions that are justified by the change. ...10%
5. Perform any other engineering-architectural support duties related to OBO field operations as may be requested by the OBO PD or his designate. Liaison with Embassy Management Section, especially facilities maintenance, coordinate authorized Title II engineering-architectural services as required. Participate in meetings and conduct discussions with local/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO PD or his designate..10%
6. Prepare engineering-architectural drawings, load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyze contractor's change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by the OBO PD or his designate...10%.