



USF Job Class Description
JOB CODE: 9281
JOB TITLE: Professional Engineer
PAY PLAN: 21
CAREER BAND: F
FLSA: Exempt
CBU: 29
Effective: 04/20/2007

Job Title: Professional Engineer

Job Summary

This position provides engineering services for specific departments within the University and is responsible for planning and designing systems, preparing engineering plans and specifications, estimates, project management, studies, review of projects, developing building standards, strategies for building inspection and guidance with codes. This position oversees construction and recommends final acceptance of project, coordinates engineering matters within the registered discipline, and oversees engineers, city and county officials, and other state agencies regarding the design and construction of systems. This class may include Civil, Mechanical, Electrical, HVAC, and other engineering disciplines. This position may supervise other employees.

Nature of Work

This position typically reports to an Associate or Assistant Director level. The Professional Engineer's main purpose is to provide engineering services for the University. This position may not normally be required to supervise others, but may manage a group of employees and other managers. This position may also direct, supervise and evaluate engineering consultants. This position is responsible and accountable for developing or managing budgets. This position will receive assignments in the form of results expected, and there may be substantial discretion to determine procedures and work products. This position is required to analyze information and draw inferences in order to prepare recommendations. Duties may be varied in nature, requiring independent judgment involving commonly encountered problems. It may involve solving of both common and unusual problems. Depending on the specific role, the next level of supervision is consulted for unusual cases or questionable matters, or may be consulted for clarification of policies.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Conducts project documents review/evaluation for meeting programmatic requirements, meeting University standards, preserving University interests, costs effectiveness, integration into other existing campus features and systems, community safety and minimizing campus disruption.

- Assists other FPC Project Managers in the development of their projects by providing engineering professional support services through project guidance, quality assurance review of documents, evaluations and studies, conflict resolution, problem solving, site inspections of work performed and warranty administration.
- Provides administrative, technical, coordinative and customer service management for assigned minor projects, identifies project client base and scope, directs project's design and development, manages project budget, approves invoices.
- Communicates with frequent written, oral and personal contact with University staff, professional consultants, contractors and Agency Officials.
- Supports the Building Code Administration Program by ensuring applicable outside Agency Permits, as required, are identified, acquired and cleared for use for all affected projects.
- Provides input, counsel and guidance on the operational aspects of new or expanded projects or systems. Provides assistance with professional engineering overview of site related Facilities Enhancement projects. Inspects and certifies maintenance operations of the University's systems.
- Develops and maintains University standards in area of discipline.
- Provides professional engineering consulting, planning, leadership and management of all aspects of engineering design, construction, central plant operation and campus systems. Administers University's design and construction guidelines and full compliance of all major and minor projects with applicable building codes and standards.

Minimum Qualification Requirements

The position requires master's degree in Engineering or an appropriate area of specialization; or a bachelor's degree in Engineering or an appropriate area of specialization and two years of appropriate experience. Directly related career experience may be substituted for the degree requirements on a year for year basis. Registration as a professional engineer in accordance with Chapter 471, Florida Statutes is required.