

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** DESIGN ENGINEER

**Reports To:** Designated Supervisor

**UW Job Code:** 3870

**UW Job Family:** 3E - Engineers/Research

**SOC Code:** 17-2051

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 4-1-95 (revised 7-1-02; 7-19-02; 7-1-04; 7-1-08)

### **JOB PURPOSE:**

Provide engineering design and construction services for building construction and remodeling projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Design and plan remodeling and construction projects to meet individual, college/department and facility needs regarding access for individuals with disabilities.
- Participate in conducting building inspections to ensure compliance with government codes and University policy.
- Design electrical and mechanical systems for construction and remodeling projects.
- Participate in estimating labor, material, construction and equipment costs; assist in negotiations with private contractors.
- Assist in coordinating University needs with utility companies' services.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist in preparing budget recommendations.
- Assist with maintaining files including building drawings, key charts, utility maps, equipment and materials.
- Other duties as assigned.

### **COMPETENCIES:**

- Attention to Detail
- Collaboration
- Integrity
- Quality Orientation
- Negotiation

- Safety Awareness
- Work Standards

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- University buildings and systems.
- Basic and routine blueprints, drawings, and schematics.
- Mechanical, electrical, structural, and civil engineering design principles as they apply to construction/renovation.
- Federal, state, university, and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance.
- Data collection techniques.
- Contract documents and specifications.
- Engineering records management principles and procedures.
- Utility line location rules, regulations, procedures.
- Budgeting, cost estimating, and fiscal management principles and procedures.
- Occupational hazards and safety precautions of the trade.

### **Skills and Abilities to:**

- Design and plan major construction projects.
- Prepare engineering documents, specifications and cost estimates for projects.
- Work effectively with a wide range of customers.
- Communicate effectively both orally and in writing.
- Read, understand, follow and enforce safety procedures.
- Accurately document work in process.
- Read and interpret construction drawings, schematics, sketches, diagrams, blueprints, and specifications.
- Conduct studies, develop cost estimates, and design building systems upgrades.
- Resolve customer complaints and concerns.
- Coordinate and supervise independent contractors.
- Work as a team member and foster a cooperative work environment.
- Maintain effective supervisory relationships.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Frequent travel to construction sites; exposed to noise, dust, fumes, adverse weather conditions, chemical, mechanical, electrical and other hazards associated with construction in progress.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.