

Job Opportunity

Organization: Federal Reserve Bank of Minneapolis

Position: Facilities/Project Engineer

Facility Support Services provides high level ongoing support services within the Bank. They are a team of knowledgeable and skilled people committed to working together to conduct all aspects of facilities maintenance and service with high quality standards, rigorous analysis and strict compliance with the Banks policies and procedures.

The Facilities/Project Engineer will lead and collaborate across different teams and work with contractors to complete construction/renovation projects.

This position is responsible for planning, designing, implementing, and overseeing small and large projects related to construction, alteration, renovation, space utilization, repair, and maintenance for the facility. Assures all projects are on schedule, within budget, and in compliance with all building codes and Bank standards. Coordinates project work with consultants and contractors; reviews consultant proposals, recommendations, drawings and specifications. Manages the construction change order process to assure proper resolution of project related issues. Conducts field inspections of work to determine compliance with contract documents.

Determines need, develops justification, scope of work and design criteria, and prepares drawings and specifications for new construction and modifications to the building, building systems, and equipment. Develops and maintains project budgets and schedules complying with the requirements of the Project Management Body of Knowledge (PMBOK) Guide.

Coordinates with external consultants (architects, interior designers, and engineers) during preparation of bid documents (drawings and specifications). Supports development of proposals (i.e., RFP, RFQ) and administers contracts on related projects. Analyzes proposals and cost estimates submitted by contractors along with recommendations by consultants and makes recommendations to department management. Reviews drawings and specifications for adherence to standards and building codes.

Prepares periodic written and oral reports to communicate status, recommendations, and results to management

Requirements:

Bachelor's degree from an accredited college or university in mechanical or electrical engineering, architecture, or equivalent experience in related field is required.

Project Management Professional (PMP), Professional Engineer (PE), LEED, or AIA certification preferred.

4 years of experience in engineering, construction, and project management of building, mechanical, electrical, and other facilities related projects.

Basic knowledge and skill in using AutoCAD software is required. Knowledge of building codes, design standards, construction processes, and maintenance is preferred.

Strong expertise in construction project management.

Excellent communication and report writing skills.

Self-driven initiative; excellent interpersonal and strong collaboration and customer service skills.

A high level of proficiency with MS Excel, Word, Power Point, Project.

Market Pay Range: \$60,200 - \$90,400

Deadline: June 17, 2011

Interested applicants must apply online at <http://bitly.com/MplsFedCareers>