

MUNICIPAL BUILDING COMMISSION\*  
350 South 5<sup>th</sup> Street, Suite 105  
Minneapolis, MN 55415

**Senior Engineer  
Position Opening**

**DEFINITION:**

Under direction of the Director, performs professional engineering work that involves the planning, design, construction, and completion of engineering projects; manages the Capital Improvement Program for the Municipal Building Commission (MBC), manages the agency's energy reduction program; implements and completes preventative maintenance programs.

**ESSENTIAL FUNCTIONS**

Manage the MBC's Capital Improvement Program. Prepare Capital Funding submittals to the City of Minneapolis and Hennepin County. Oversee capital budgeting/finance, design development, construction documents, bid process, and construction. Direct architectural and engineering consultants. Direct changes affecting quality, schedule, budget and ensuring compliance with construction documents, codes and quality standards.

Develop Master Plans involving diverse disciplines, (architectural, mechanical, electrical, structural, budget & finance, etc.), multiple phases, multiple building locations. Work with diverse customers to identify and resolve potential problems.

Manage the MBC's energy reduction program including the monitoring of energy consumption, estimation of annual utility costs, and energy benchmarking for the building. Develop and implement energy reduction strategies. Prepare technical reports documenting the results of the energy reduction program.

Manage complex special projects as assigned. Act as engineer of record on technical projects as necessary. Directs the plans and work schedules of contractors and staff. Serve as project engineer and direct comprehensive scheduling of interfaced activities for maximum effective utilization of employees, contractors, equipment and material consistent with schedule, budget and quality standards.

Assist with ongoing Preventative Maintenance Programs as necessary. Identify additional preventative maintenance procedures and develop programs to meet those needs.

Prepare, review and approve work schedules, making adjustments as necessary to meet identified organizational needs. Develop and review final plans and prepare specifications, special provisions and agreements.

Prepare complex special technical and administrative reports and correspondence.

Develop and review final plans, prepare specifications, bid documents, special provisions and agreements.

**REQUIRED SKILLS AND EXPERIENCE:**

Licensed as a Professional Engineer in the State of Minnesota and Masters degree in engineering and four years of professional engineering experience OR Licensed as a Professional Engineer in the State of Minnesota and six years of professional engineering experience.

Ability to implement the principals and practices of engineering in the planning, design, construction, and maintenance of projects and programs; supervise the work of engineering and technical staff; establish and maintain effective relationship with team members, contractors and public agencies.

Ability to operate and maintain microcomputer-based, computer-aided design (CAD) system. Knowledge of budget preparation, evaluation, and controls.

Successful completion and maintenance of Hennepin County Sheriff's Office and Minneapolis Police Department background checks.

**ADDITIONAL INFORMATION:**

Non-represented, exempt position. 2009 Annual Salary Range: \$67,390 - \$87,610.

The MBC offers an impressive benefits package. Benefits include health, dental, life and short/long term disability insurance, 11 paid holidays per year in addition to paid time off (vacation and sick leave) a defined benefit pension plan – PERA, retirement savings program. Also includes access to 457 Deferred Compensation and Pre-Tax Programs.

Reciprocity benefits may be available to City of Minneapolis and Hennepin County employees. Invitations for initial and secondary interviews will be based upon an assessment of education and experience. Application process may include computer exercise and writing samples.