



Position: Project Engineer – LOS ANGELES, CA

We are seeking a Project Engineer to assist one of our higher education clients in the Los Angeles/Sylmar/Pasadena area. The position will work with a larger team in providing construction project related support. We seek an individual that has experience working with higher education owners.

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a leading owner's representative firm providing program and project management services nationally. We embrace a vision to help our clients transform the way their complex projects are planned, designed, built, and managed.

Position Description:

- Provides technical and engineering support to the College Project Teams (CPT) including Project Managers and Construction Managers
- Coordinates with Program Management Office (PMO) staff, contractors, architects, engineers, inspectors, consultants, and College staff
- Participates in, and occasionally runs, design or construction meetings
- Makes field checks on construction, demolition, rehabilitation, alteration addition or repair projects to determine compliance with job specifications, plans, established College standards, and Division of the State Architect (DSA) requirements
- Reads and interprets construction plans and shop drawings
- Assists in preparing written materials including correspondence, reports, procedures, and guidelines
- Supports development of weekly/monthly status and photos reports for project team
- Reviews, estimates, negotiates, and processes construction change orders and construction field orders
- Reviews and enforces construction and professional services contracts
- Manages and directs contractors and outside consultants including reviewing and approving invoices
- Assesses project risks and develops risk registers including mitigation strategies
- Facilitates resolutions of construction and design issues
- Coordinates with Architects for timely and accurate responses to requests for information, submittals, Construction Change Documents, etc.
- Generates and distributes meeting minutes (construction meetings, design meetings, etc.)
- Confirms contractor's maintenance of record drawings prior to monthly progress payments to the Contractor
- Maintain project files in both electronic and paper format
- Reviews submittals for conformance to plans and specifications
- Generates and drafts Proposed Board Actions (PBA)
- Other job-related duties or projects as assigned

Minimum Required Qualifications:

- 5-8 years' minimum recent professional experience in a similar or equivalent position involved in project or construction
- BS/BA Degree in Engineering, Construction Management, Business, or related degree. Additional qualifying experience in excess to the minimum stated above may be substituted for the required education on a year for year basis.



- Ability to work in a fast-paced environment.
- Ability to take initiative and make sound decisions.

Preferred Qualifications:

- Experience on Educational programs/projects.
- Experience on Division of State Architect (DSA) projects.
- Experience on Central plant projects.
- Experience on large public works programs.
- Experience with Proliance or similar PMIS systems
- Professional Engineer License (PE), Certified Construction Manager (CCM), or similar credentials

Please visit our website www.moca-pm.com for more information about career opportunities at MOCA Systems. For immediate consideration, please send Resume, Cover Letter and Salary History Requirements to Resumes@mocasystems.com.