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# Example of Assistant Director Engineering Job Description

Our company is hiring for an assistant director engineering. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant director engineering

* Plan, organize, develop and implement safety program elements and formulate safety policy and procedure recommendations for the College that are consistent with the University’s commitment to protect the health and safety of the campus community
* Interact and engage with existing safety and facilities staff in College units, coordinating with them on as needs arise
* Provide project management and contract administration services for capital projects, including new construction, renovation, infrastructure and site-work
* Write and administer contracts with outside architect/engineer (A/E) consultants and contractors
* Exercise discretion and independent judgment to lead all aspects of project management, including A/E team-building, scope-of-work and contract development, contract execution and dispute resolution
* Apply professional judgment to review, critique and approve plans, specifications and bidding documents for contract work developed by architects and engineers
* Assist in the evaluation of requirements for new space and for reconfiguration of existing facilities
* Coordinate the development of programs, drawings and specifications
* Develop and manage project schedules and analyze critical paths
* Review design and construction documents for compliance with applicable local, state, federal and/or industry codes and with Campus Building Standards

## Qualifications for assistant director engineering

* An aptitude for learning new skills, tools and processes
* Masters or PhD in Engineering, Science or a safety-related field
* Supervisory experience, including delegation of tasks and performance management
* Ability to define and streamline processes and procedures
* Ability to both think strategically and react quickly in a dynamic environment
* Assisting with ad-hoc projects as and when they arise