

**BOSS  
Job Description**

<b>Title:</b>	Engineer 2	<b>Job Number:</b>
<b>Job Family:</b>	Engineering Services	<b>Grade:</b>
<b>Date Prepared:</b>	May 2, 2019	<b>Exempt</b>

**Purpose and Scope:**

Perform a variety of engineering assignments in planning and overseeing research, development, design, test, installation, operation, equipment and systems and generally as a member of a design, cost engineering, cost analysis or review team.

**Essential Responsibilities:**

- 1) Perform cost engineering assessments on assigned tasks processed into Division.
- 2) Review contractor construction cost proposal and prepare evaluation to government COR for their review within performance metric period of as negotiated.
- 3) Process monthly contractor Pay requests submitted to the government and recommend disposition.
- 4) Review contractor construction schedules for compliance with contract requirements. Software programs in use are Primavera and Microsoft project. Experience with Primavera and/or Microsoft Project is required to perform both initial and monthly schedule updates.
- 5) Establish and maintain a filing system or databases as needed for tracking project status.
- 6) Develop, maintain and track project cost metrics for processing of cost proposals, pay requests, schedule reviews and contractor claims (REAs).
- 8) Conduct site visits and review scope of change as necessary.
- 9) Verify and comply with engineering documentation standards and test procedures.

Perform all other position related duties as assigned or requested.

**Minimum Position Knowledge, Skills, and Abilities Required:**

Bachelor's degree in Engineering, or related scientific field and at least 3 years of job-related experience or equivalent. Must hold a Certified Cost Professional (CCP) or Certified Estimating Professional (CEP) level through the Association for the Advancement of Cost Estimating (AACE) International. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Work Environment, Physical Demands, and Mental Demands:**

Most positions involve work typical of office environment with no unusual hazards, occasional lifting to 20 pounds, constant sitting with occasional use of computer terminal, constant use of sight abilities while reviewing documents, constant use of speech/hearing abilities for

## **BOSS Job Description**

communication, constant mental alertness, must possess planning/organizing skills, and must be able to work under deadlines. Some positions involve work in environments (e.g., shipboard, labs, outside locations, etc.) where mechanical equipment, weapons, etc. are being installed, tested, analyzed/monitored, operated, and/or maintained. Equipment may be loud and noisy or have exposed moving components. Such positions may involve routine lifting up to 50 pounds, regular handling, grasping, kneeling and carrying, and constant use of vision and mental alertness is required.

### **Other Responsibilities:**

**Safety** - BOSS enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. As appropriate, each employee is responsible for completing all training requirements and fulfilling all self-aid/buddy aid responsibilities, participating in emergency response tasks and serving on safety committees and teams.

**Quality** - Quality is the foundation for the management of our business and the keystone to our goal of customer satisfaction. It is our policy to consistently provide services that meet customer expectations. Accordingly, each employee must conform to the BOSS Quality Policy and carry out job activities in compliance with applicable BOSS Quality System documents and customer contracts. Each employee must read and understand his/her Quality Management and Customer Satisfaction responsibilities.

**Procedure Compliance** - Each employee must read, understand and implement the general and specific operational, safety, quality and environmental requirements of all plans, procedures and policies pertaining to his/her job.

**BOSS**  
**Job Description**