

Engineering Technician - 802

Project Contract Administration

Contract documents are prepared in an effective manner as demonstrated by the following:

- Technical portions of construction-type and/or maintenance contracts are coordinated in a timely manner with appropriate groups (i.e. engineering, laboratory, administrative personnel).
- Statements of Work/Requirements are completed within established timeframes in accordance with NIH policies, Federal Acquisition Regulations (FAR), and contract requirements.
- Contract documentation is logically organized, easily retrievable, and maintained in the applicable project management database.
- On-site inspections are routinely performed to insure adherence to code, quality, safety, and contract requirements.
- Submittals (e.g., CADD/AutoCADD drawings, material certifications) are consistently reviewed for accuracy and completeness.
- Progress payment invoices are processed in a timely manner.
- Releases of lien are obtained at the end of the project, invoices processed, and completion packages are forwarded to appropriate NIH contracts offices in a timely fashion.
- CADD/AutoCAD drawings provided by the Architect/Engineer are timely reviewed to insure that they accurately reflect the requirements of the statement of work, customer and program requirements, and are in accordance with the NIH/ORF Design Policy and Guidelines.
- Drawings are updated/red-lined to reflect as-built conditions, and are submitted to the as-built drawing database representative within established timeframes upon project completion.

Technical Assistance and Problem Resolution

Technical assistance and problem resolution are effectively conveyed to appropriate staff and/or contractor personnel as indicated by the following:

- Up-to-date and accurate information is routinely provided by being well versed with the latest agency guidelines, technical manuals, codes, and other regulations and procedures.
- Conducts inspections on a regular basis and meets with contractor personnel and customers to resolve difficult or unforeseen problems and/or conditions that arise during the contract performance period.
- Written and oral correspondence accurately explains acceptable resolutions to project affiliated problems.
- Witness and insure that field engineering analyses/tests are routinely conducted per code, specifications, and established procedures to ensure acceptance, quality, and integrity of the end product.

Administrative Requirements

General administrative support is provided by the following:

- Project files, catalogs, drawings, blueprints, etc., are filed and maintained in an organized manner and are easily retrievable.
- Routinely purges extraneous material during project closeout phase.
- Routinely provides recommendations and sound technical advice to professional staff and Contracting Officer.
- Troubleshoots equipment operation problems via the Architect Engineer, consultants, and/or maintenance staff and request utility shutdowns as necessary to accentuate the project budget and schedule.