GROUP — ENGINEERING

E-2 Engineering WorkFace Planning Champion

Sample Job Description

Job Title: Engineering WorkFace Planning Champion

Reports to: Engineering Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This position will work closely with the Engineering Manager to provide AWP implementation guidance and support to all Engineering personnel as required, ensuring they understand their roles and responsibilities. This person must be trained to understand the roles and responsibilities of Engineering in implementing AWP.

This could be a new position within the engineering organization chart. The requirement to assign a dedicated person to this role will be dependent on project size and scope. This position needs to have the leadership and management skills necessary to remove barriers to change.

Essential Duties (Roles and Responsibilities)

* Understand how the Engineering firm (and their associated discipline teams) fit into AWP and be able to lead the organization through this implementation
* Ensure of all individuals within the organization comply with the AWP program, and notify the Engineering Manager if issues cannot be resolved
* Work with the Engineering Manager to ensure the correct level of discipline resources are present in the Integrated Planning Sessions
* Develop Engineering AWP procedures if they do not currently exist within the organization
* Develop a training matrix for project team members
* Provide mentorship and support to team members
* Maintain a lessons learned log for the project to facilitate organizational growth and improvement
* Audit internal performance and identify action items; assign responsibilities to specific team members
* Ensure continued collaboration with the construction stakeholders to continuously align construction and engineering efforts