Position: Assistant Civil Engineer

Required Skills

• Professional Engineering License or ten years of experience.

• Working knowledge of the DoD and Marine Corps policies and regulations related to facilities planning and engineering projects of special and MILCON scope. Desired Skills

• Working knowledge of skills related to the development of professional-level correspondence and the management of a program

• Experience working with Naval Facilities (NAVFAC) and Army Corps of Engineers

Qualifications

• Professional Engineering License or five (5) years of experience

• Working knowledge of the DoD and Marine Corps policies and regulations related to facilities planning and engineering projects of special and MILCON scope

• Believe in Strong Work Ethic

Responsibilities

• Assist in developing and review of Charrette; Functional Analysis Concept Develop (FACD); Request for Proposal (RFP) development for MILCON and Facilities Sustainment, Repair and Modernization (FSRM) projects; Review all design phases for final signature

• Assist in the coordination of Construction with affected MCB Hawaii parties, the Naval Facilities Engineering Command Hawaii in Charge (NAVFACHI FEAD), and the Base maintenance shops

• Assist in the coordination, validation, and distribution on all design plans, specs, and project turn-over documents to our maintenance division

• Assist in Identifying new or changed planning standards, Unified Facilities Criteria (UFCs), U.S. laws, Executive Orders, and Department of Defense (DoD) regulations; propose changes to current Program and Initiative planning to incorporate these revisions

• Manage repair/MILCON projects

• Assist and support organizing facility planning, management, and other requirements shareholders coordination efforts for MCBH Facilities Department

• Maintain issue log throughout all project phases

• Maintain project comment lists throughout all project phases

• Initiate and coordinate project RFIs throughout all project phases

• Generate and provide other analyses, reports, and briefings as required to keep key stakeholders informed, enable decisions, and maintain project momentum