



## PROJECT ENGINEER JOB DESCRIPTION

### **Job Summary:**

Project Engineer will assist with the entire project team including the Project Manager, Superintendent, subcontractors, architect, consultants and owner to help assure the success of the project. You will assist the Project Manager in gathering information and preparing RFI's, PCO's, Changer Orders, DCR's, monthly reports, schedule updates, billings and all project reports or project correspondence, including multiple tasks and growing their knowledge and construction practices, processes, and software.

### **Experience:**

1-5 years of experience in the construction industry in a role of internships or cooperative education. Although not required, a bachelor's degree in construction management or similar discipline of study would be beneficial. Must possess a learning desire for computer programs that will enhance the performance of their job.

### **Responsibilities:**

- Interacting daily with the project team to interpret the team's needs and requirements. Cooperate and communicate effectively with Project Manager and other project participants to aid and technical support.
- Must demonstrate decision making ability and leadership skills. Must possess time management skills and organizational skills.
- Interacting daily with the project team to determine project needs.
- Provide technical support to the project team.
- Assist in the preparation of the overall project schedule. Provide updates as needed.
- Assist in the preparation of RFI's, PCO's, Change Orders, DCR's, monthly reports, billings and all project reports and correspondence.
- Coordinating and conveying information among all project team members.
- Assist in the preparation of Contract Schedule of Values for billing approval by the Project Manager.
- Assist the Project Manager with the preparation of the initial phase code entry.
- Assist in expediting payment from the Owner and expedite the prompt processing of invoices and prompt payment through to subcontractors and supplies for amounts due to them.
- Assist the Superintendent and Project Manager with the overall plan for construction of the project.
- Assist with the preparing the job start-up and close-out checklists.
- Update the schedule as required by the Contract or as directed by the Project Manager.



- Prepare, expedite, and monitor logs for tracking shop drawings, contract documents, submittals, requests for information, change orders, material delivery logs and other as determined necessary for a successful project.
- At the direction of the Superintendent, monitor and expedite the delivery of materials.
- Assist the Superintendent to ensure that the project is constructed in accordance with the contract requirements and specifications and with the required quality.
- Possess working knowledge of all project plans, specifications, Owner & Contractor Agreements, Subcontracts, Purchase Orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-built documents.
- Be familiar with all policies and processes as it relates to this position.
- Actively participate on internal team(s) that focus on continuous improvement of the business.
- Take an active role in the Personal Development Plan process to develop a plan towards a successful career with the Company.
- Be familiar with all policies and processes as it relates to this position.
- Understand and assist in the implementation of project initiatives, policies, procedures and performance standards.
- Maintain good relationships with the Owner, Architect, Engineers, subcontractors, suppliers, municipal authorities and Company personnel invoiced with the project.
- Participate in organizations that serve to promote the interest of the Company.
- Represent the Company at all times in such a manner as will enhance the reputation of the firm.
- Promote the growth and development of Client and Designer relationships.
- Maintain positive working relationship with Client and Architect and/or Engineer contacts to facilitate successful project execution.
- Communicate any new project opportunities to the Project Manager, Sr. Project Manager, Division Manager ("DM") and Business Development.
- Understands the importance of interacting with Owners with positive results.
- Understands the importance of interacting with Architect/Engineers with positive results.
- Understands the importance of interacting with subcontractors with positive results.

**Safety:**

- Work with the Project Manager, Superintendent, and Company Safety Manager to develop, implement, maintain, and enforce the Company's Safety Program and culture.
- Conduct monthly documented safety reviews of current project safety conditions, share results with, and recommend any course of action to the Project Manager and Superintendent.



- Work with the Project Manager, Superintendent and Safety Manager to create and update a Project Safety Plan in anticipation of evolving project hazards.
- Immediately communicate any jobsite crisis to the Project Manager, Sr. Project Manager and Company Safety Manager.
- Exhibit personal behavior that demonstrates commitment to returning all workers home safely each and every day.