

Job Title:	Project Engineer	Reports To:	Project Manager & Superintendent
Division:		FLSA Classification:	Exempt
Department:	Project Management	Salary Grade:	4

Position Purpose

Entry-level project team position. May function as an Assistant Project Manager or Assistant Superintendent depending on need and staffing requirements.

Essential Functions and Responsibilities

Construction Knowledge

- Understands how to interpret contract drawings and specifications.
- Reviews and checks all shop drawings and submittals for compliance to the contract drawings and specifications; assists in creating submittal register.
- Utilizes contract drawings, specifications, and shop drawings to assist superintendent and project management with resolving field issues.

Quality

- Take regular progress photos with specific emphasis on in-wall rough-in, underground installations, and documentation of pre-install conditions.
- Can identify QA/QC deficiencies and punch list items, track with assistance from project management and superintendent, and monitor to closeout.
- Assists in preparation of pre-install/pre-construction meetings.
- Understands project specific QA/QC program for requirements, roles, and responsibilities of the team.

Safety

- Understands how to perform field safety audits.
- Minimum of 10 HR OSHA and any KBR required training including SAFE training.
- Understands overall safety culture.

Leadership & Organization

- Understands the technical processes and controls necessary for the project such as Submittals, RFIs, construction documents, material delivery logs, equipment rental logs, QA/QC, punch list, and closeout.
- Sets up jobsite files/folders for project with assistance and manages/expedites that work; prioritizes such that tasks are completed to meet schedule; can communicate and delegate assistance to administrative assistant if necessary; understands and learns how to format, organize, and label files for ease of locating and consistency.

- Learns the meeting process (OAC, subcontractor, internal staff/team), able to record and distribute correct meeting minutes and notes, and understands importance of proper means of communication and teamwork.

Schedule Management

- Understands the importance and correlation of submittals and material deliveries to project schedule.
- Awareness of project milestones and participates in scheduling activities.
- Has basic understanding of schedule software and can navigate such (P6).

Project Planning

- Assists with site logistics, set up, and utilities.
- Understands project closeout schedule and assists in obtaining necessary submissions to meet deadlines.
- Understands pre-mobilization requirements for subcontractors and helps ensure they are received and approved prior to sub mobilization (includes insurance certificates, bonds, safety, executed subcontract, pre-mobilization meeting/orientation setup).

Risk Management & Problem Solving

- Reviews and understands the project specific “General Requirements” for the project and attachments in Schedule B of subcontracts.
- Understands the risk pertaining to shop drawings, submittals, and contract drawings.
- Maintains or assists in the management of risk document log.
- Assists in subcontractor and owner change orders; learns the change order process.

Finance

- Knowledge of the master project budget and is aware of importance of project budget adherence.
- Knowledge of invoice tracking, assists with review/approval of invoices/pay applications, and ensures timely turn-around/approval.
- Knowledge of monthly cost/profit reporting process and cycle.
- Knowledge of monthly owner pay applications process and cycle.

Preconstruction/Estimating

- Performs quantity surveys.
- Contacts subcontractors and suppliers for bid solicitation for minor purchases.
- Prepares bid list and obtains prices for minor purchases.
- Performs subcontractor bid evaluation on minor purchases.

Sales/Client Development

- Has a positive impact with clients and subcontractors to sell future work.

Technology

- Has basic working knowledge of Microsoft Office, specifically Excel (creating basic formulas and editing features) which is necessary for tracking logs, change orders, etc.

- Has basic working knowledge of Adobe Pro or similar tool for mark-up of shop drawings and electronic communication.
- Working knowledge of Prolog and Prolog website for entering information and formatting; able to provide direction for site administrative assistant.
- Takes level one training for Naviswork and AutoDesk QTO and can navigate systems.

Qualifications & Requirements

Education / Certification

Bachelor's degree, preferably in Construction Science, Construction Engineering Technology, or Construction Management

Recommended Work Experience

0 to 5 years

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, scheduling software, internet, and project management software; Knowledge of industry trends, innovations, market, and geography; Knowledge of corporate and industry practices, processes, and standards; Highly skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, conflict resolution, cost management, training, forecasting, and management of others.

Physical Demands

Prolonged standing, climbing, balancing, bending, stooping, kneeling, crouching, crawling, reaching, talking, hearing, depth perception, lifting, and strength.

Working Conditions

Considerable local and non-local travel required; Work with a group and/or team; Frequent conflict situations may be present; Work after normal business hours; Potential hazardous work; possible erratic weather conditions.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys