

Job title	<i>Project Engineer</i>
Reports to	<i>Project Manager; Project Superintendent</i>

Job purpose

Project Engineers are responsible for schedule preparation, pre-planning, forecasting and assuring project accuracy and quality from conception to completion. Project Engineers provide both technical and administrative assistance to the Project Manager and Superintendent; reporting directly to the Project Superintendent for field-related activities and the Project Manager for all other activities. To be successful in this position, you must be detail-oriented and value teamwork and collaboration.

Duties & Responsibilities

- Project Startup/Preconstruction
 1. Initialize project document logs (RFIs, Drawings, Submittals, etc.)
 2. Collaborate with the Project Manager and Superintendent to identify critical long-lead items and develop project procurement schedule
 3. Setup engineering document file system
 4. Track, status, and obtain permits to ensure no disruption in the construction schedule
 5. Assist the Project Manager with jobsite mobilization
- Project Construction
 1. Coordinate with Superintendent to promote jobsite safety
 2. Organize, manage, and track the entire submittal/shop drawing review process to ensure all required submittals are reviewed and approved in a timely manner
 3. Collaborate with field supervision team and the Project Manager to create clear & concise RFIs that is understood and answered by the Project Design Team, with minimal effort
 4. Maintain current and accurate RFI log and file according to standard RFI procedures
 5. Create and maintain a file of jobsite progress photos of overall construction work in place
 6. Assist with coordination of change orders
 7. Assume responsibility for coordinating and tracking distribution and storage of all project engineering documents, including drawing sets, specifications, sketches, ASIs, permits, etc.
 8. Create, distribute, and file accurate meeting minutes for all project management meetings
- Project Completion
 1. Collaborate with Superintendent and Project Manager to develop “Road Map to Completion” for all work elements, including inspections, report submittals to building and fire department, offsite and agency clearances, test sequence, MQAA reports, pre-testing, and full system testing
 2. Assist Superintendent to complete punch list process
 3. Obtain contractually required warranties from subcontractors and vendors
 4. Closeout all permits
 5. Complete and file As-built drawing set
 6. Archive all project documents according to document storage procedures

Qualifications

- Bachelor’s Degree in Construction Management or Engineering related field required
- General knowledge of construction principles/practices plus related work experience required

- Strong work ethic and desire to work in a fast paced, team environment
- Excellent attention to detail
- Ability to move or travel as project needs dictate
- Disciplined and solution focused individuals who enjoy working with others preferred
- Excellent written and oral communication skills
- Working proficiency with Microsoft Office Suites (Outlook, Word, and Excel).

Working Conditions

This position is typically done within an office environment with occasional field work at project/construction sites. When field assignments are required, the working conditions/physical requirements for field staff apply.

Physical Requirements

- Normal working hours may vary depending on project demands
- Extended periods of sitting, standing, and walking around the office; occasional field assignment supporting engineering design functions
- Ability to move or lift moderate size packages up to 30 lbs.