Project Engineer

Reports to:   Superintendent/ Project Manager

Purpose of position:

Provide technical support to the project Superintendent and Project Manager by updating schedules; preparing daily reports and documentation on progress and safety; preparing and tracking work orders, back charges change orders and RFIs; researching plans and documents; reviewing submittals; building layout; facilitating sub-contractor communications; hands-on worksite management.

Essential Job Functions and Responsibilities:

Maintain current and accurate critical path and master schedule.

Prepare accurate and timely meeting minutes and agendas.

Use own experience, training and judgment to prepare and track necessary project documentation which is considered to be of considerable importance including but not limited to the following:

- Change orders
- Time cards
- Reports
- Work orders & Back charges
- Submittals
- RFIs
- Photographs
- Field directives
- Quality and safety compliance

Research plans and documents to respond to questions about scope of work or to resolve issues of accuracy.

Confirm building layout with accuracy and quality.

Review and provide preliminary payment approval for materials purchased and work performed.

Serve as a liaison between superintendent and sub-contractors for critical information such as schedule, meeting minutes and agendas, changes and requests.

Contribute to continuous product and service improvement through

- Avoiding errors and recognizing errors made by others.
- Demonstrating a willingness to acquire additional skills and taking the initiative to do so
- Procedural improvement recommendations

Demonstrate behavior and attitude that is courteous, professional, and helpful.

Demonstrate good time management skills.
Minimum Qualifications and Requirements

Education and Experience – Requires 3-4 years general construction practical experience such as in carpentry, framing, concrete, etc. May substitute related college coursework for some of the practical experience. Prefer a Construction Management Degree or in progress of degree.

Required skills –
- General construction knowledge
- Blue print reading
- Building layout
- High level of comfort with computer technology and common software
- Organizational skills and attentive to detail
- Cooperative and able to work as part of a team.
- Must have good written and verbal communication skills
- Excellent customer service skills and initiative.

Physical requirements –

Moderate physical activity performing strenuous daily activities; regularly required to stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and visually inspect. Occasionally lift and/or move up to 50 lbs.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.