

JOB DESCRIPTION

PROJECT ENGINEER

PURPOSE OF POSITION:

Responsible for support of the Project Manager and Superintendent to ensure proper management and control of the total project scope as defined in the contract documents.

May be based in the main office or at a jobsite.

RELATIONSHIPS:

The Project Engineer reports directly to and is accountable to the Project Manager.

Interacting with the Project Engineer is the Project Superintendent and Quality Control Manager.

GENERAL FUNCTIONS AND SPECIFIC RESPONSIBILITIES (As assigned by Project Manager):

- * Write or modify start-up submittals/plans to be project specific.
- * Procurement activities (materials, equipment and minor subcontracts).
- * Submittal processing. Maintain submittal log, procurement log, etc.
- * Create close-out schedule and maintain close-out documents.
- * Estimating – Quantity take-off.
- * Scheduling updates and input.
- * Job related errands.
- * Assist other departments, primarily Estimating, as required.
- * Update as-built drawings.
- * Communication with subcontractors / suppliers as needed for submittals, including maintenance of phone logs to document conversations.
- * RFI research and assisting with writing RFIs for Superintendent's review.
- * Jobsite reviews of quality and safety.
- * Onsite inspections of materials to check for compliance with plans, specification and approved submittals.
- * Update weekly meeting minutes.
- * Process monthly invoices and schedule updates with Project Superintendent.
- * Prepare cost proposals.
- * Assist in writing subcontracts and purchase orders.
- * Evaluate change order requests from subcontractors.
- * Copying, filing and other related office duties.
- * LEED® documentation.
- * Create project O&M Manuals and installed property uses.