**Job Description for Project Engineer**

**Essential Functions:**

The Project Engineer assists the General Manager with planning, developing, coordinating, and managing onsite construction engineering activities for large, extensive projects.

**Responsibilities:**

* Assist in the development and monitoring of project budgets. Collect and code project cost documents and continually monitor and update the budget to reflect changes in work
* Monitor of project schedules and review work schedules for improving work methods
* Oversee the timely submittal and completion of documentation required by the owner and agencies
* Prepare subcontractor and supplier agreements to be executed and prepare correspondence to document changes in work or costs
* Work with foreman and superintendents to monitor all activities to insure a safe and efficient working environment for crew, subcontractors and the public
* Promote good public relations with owners, subcontractors and the public
* Other duties and responsibilities as assigned by the Project Manager or his/her designee

**Qualifications:**

* Requires a 4 year engineering or construction related degree or equivalent combination of technical training and/or experience
* 1 to 5 years’ experience in construction required; Water/Wastewater preferred
* Working knowledge in Microsoft Office suite (such as Outlook, Word, Excel, PowerPoint, etc.) as well as the use of the internet
* Advanced AutoCAD, AutoCAD MEP and Revit software use required
* Must have good communications and analytical skills
* Must have excellent customer service and interpersonal skills
* Strong attention to detail
* Ability to manage multiple projects and work independently
* Ability to assess and quickly solve problems

**Working Conditions:**

100% of the time is spent on the project. Project Engineers must be able to work flexible hours and locations throughout the area and/or other cities.

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This job description is intendent to list the primary or “essential functions” of the job. It is not intended to be all inclusive. Other duties may be assigned by management.