

## Project Engineer

### **Essential Functions, Job Duties, and Responsibilities:**

The project engineer assists the project manager with the planning and daily execution of the construction projects. Spending a significant amount of their time “on site”, the project engineer assists the project manager by maintaining project schedule through the coordination of drawings with subcontractors and vendors. Along with assisting the project manager in jobsite management, the project engineer is also responsible for: the management and coordination of submittals, approvals, RFI’s, coordinating timely delivery of responses, and maintaining related logs and reports. Finally, the project engineer is responsible for the distribution of the project’s technical information to the project team, subcontractors, and vendors.

### **Knowledge, Skills and Abilities:**

- Assists Senior Project Engineer in the review and coordination of special provisions programs.
- Produces and distributes meeting minutes, schedules, and other monthly reporting instruments.
- Responsible for organizing and managing documents relevant to the project
- Collects subcontractor progress billings to ensure all billings have been received by monthly deadline.
- Responsible for proactive administration, review, and the processing of all submittal data and shop drawings.
- Able to collaborate and effectively communicate when presenting plans, RFIs and conflicts to clients, colleagues, architects, engineers, and consultants
- Ensures all clarifications, changes, directives, RFIs, etc., are communicated.
- Distributes proposed change documents to subcontractors/suppliers and assists in collecting pricing and/or prepares change proposal requests for internal pricing review by the Project Manager.
- Ensures project schedules are expedited and materials are delivered on time.
- Keeps project manager updated on the progress of the project by taking weekly progress photos of the entire project and ensuring coordination with the project schedule
- Able to provide alternate suggestions for completion should there be roadblocks and other impediments to the project’s progress

- Maintains professional relationships with owner, customers, design team, subcontractors, suppliers, and user groups that reflect and support the Company's core values and customer service.
- Conducts all business in accordance with company policies and procedures.
- Able to make informed decisions to help progress the project
- Responsible for the assembly and production of Operation and Maintenance Manuals.
- Assists in project commissioning and closeout.
- Responsible for the assembly and production of Warranties and other Project closeout documentation
- Assists with the assembly, distribution and tracking of punch-list items as needed.
- Assists with subcontractors, claims resolution, and follow up on warranty related items.
- Archives project's plans, specs and relevant files for future use

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