

Project Engineer

Reports to: Project Executive or Senior Project Manager
Date: 3/19/09

Department: Operations

Job Function: The Project Engineer (PE) is responsible for assisting the Project Manager in construction of the work at a profit, while exceeding expectations for quality and safety, in addition to building positive relationships with the Owner and design professionals.

Duties and Responsibilities:

1. Assignment to a Project Executive or Senior Project Manager will be made by the President
2. Assignment to a Project Manager will be made by the respective Project Executive or Senior Project Manager that the PE reports to.
3. Assignment of day-to-day tasks will be made by the Project Manager the PE works for.
4. Assists Project Manager with submittals, drawings, project controls, client communications, production and cost tracking, and other task work as delegated by the PM.
5. Oversees the arrival of approved materials to the jobsite to meet schedule.
6. Develops and updates the project schedule.
7. Coordinates survey and layout information.
8. Coordinates with quality control procedures.
9. Coordinates with the Superintendent to ensure jobsite needs are being met.
10. Other duties as assigned.

Education: Bachelors degree.

Preferred Education: Degree in Construction Management or Engineering.

Minimum Experience: Construction Experience

Preferred Experience: 2-5 Years Construction Related Experience

Attributes:	Organizational Skills	Attention to Detail
	Communication Skills	Thorough
	Dependable	Time Management
	Flexibility	Attentive listener
	Consistent	Adaptability

Administrative Skills:	Strong organizational skills. Ability to communicate effectively with all levels. Ability to follow policy and procedures. Excellent verbal/written skills. Ability to function in a high paced environment.
Machine Skills:	Computer, calculator, telephone, copier, fax.
Working Conditions:	Physical effort (up to 40 pounds), typing 40 wpm.
Physical Demands:	Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.
Physical Strength:	Sedentary work. Occasional lifting/carrying up to 40 pounds.
Vision Requirement:	Ability to adjust vision to bring objects into focus.
Math:	Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple percentages.
Communicate:	Ability to represent the organization in a professional and positive manner.
Contacts:	Exchange information with employees, co-worker, subcontractors and vendors.