



PROJECT ENGINEER JOB DESCRIPTION

Job Title:	Project Engineer
Reports To:	Owners
FLSA Status:	Exempt
Department:	Denver Operations
Location:	Denver & Atlanta
Hours:	Full Time

Essential Duties and Overall Responsibilities include, but are not limited to the following, as other duties may be assigned:

Purchasing

- Works with Project Manager to ensure good decisions for the company and project during the buyout process
- Addresses schedule in Subcontractor Scope
- Assists PM in completing project buyout within 30 days
- Assists in preparation of complete subcontract Scope of Work
- Practices good negotiating skills
- Fully reviews drawings & specifications in preparation of subcontractor scope
- Understands contract documents and identifies gaps in the systems

Documentation

- Maintains & assists PM with preparation of Weekly Project Update accurately and on time
- Maintains and updates Purchasing Schedule
- Maintains and updates a complete Submittal Log
- Reviews submittals for conformance to contract documents
- Tracks submittal process timely
- Identifies lead times for materials purchases and tracks fabrication/ ROJ dates
- Maintains and updates Subcontractor Change Order Log
- Maintains and updates Owner Change Order Log
- Maintains and updates Lost Day Log
- Maintains and updates RFI Log
- Generates subcontractor meeting agendas and minutes
- Accurate and timely documentation of project issues
- Uses Viewpoint to the fullest extent for every project
- Maintains project document list
- Reviews project documents & creates RFIs in a timely manner

Subcontractor Management



- Maintains open communication with subcontractors
- Works with PMs and Superintendents to recognize underperforming subcontractors timely with project notifications.
- Reviews subcontractor change order proposals for accuracy of quantities, conformance with contract documents and subcontractor scope of work

Owner Relationships

- Proactively thinks about owner issues
- Handles clients' needs with a sense of Urgency
- Adapts to different clients individual personalities, needs and wants
- Handles misc. owner requests without objection.
- Participates in Owner, Architect Contractor meetings
- Understands and exceeds client expectations

Project Safety

- Actively assists project superintendent with enforcement of site safety

Project Schedule

- Distributes overall project schedule monthly (min.)
- Will take necessary actions to maintain or improve project schedule
- Keeps current on weekly job site work activities

Teamwork

- Shows respect for duties of other team members.
- Supports and interacts with project PC to perform as a cohesive team.
- Supports and interacts with Field Supervision to perform as a cohesive team.
- Participates in weekly subcontractor meetings
- Reviews project bulletins and identifies scope of work changes
- Coordinates local city permit and utilities company requirements with CCI, related subcontractors and owner requirements
- Can identify quality issues in the field and communicate them accordingly

Project Closeout

- Performs pre-punch list walk thru with PM and Superintendent
- Makes closing out the project a priority
- Enforces contract close-out timeline and notifies subcontractors.
- Works with PC in collecting all close out documents

Qualifications/Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office products such as Word, Excel, Outlook, Power Point.

Education and/or Experience:



Four (4) year degree from an accredited university or college in related field of construction.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment & Physical Demands:

The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee is frequently required to stand; walk; sit; bend; use hands to finger, handle, or feel and reach with hands and arms.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of some of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.