Project Engineer 2

Basic Position Summary: Assist the Superintendent and Project Manager in managing all aspects of a construction project including the financial administration, cost reporting and field activities. This position is predominately based in the field.

Responsibilities/Functions

- Manages the ordering of materials needed to successfully execute the project
- Verifies accurate payment of subcontractors and material suppliers
- Assembles construction financial data; monitors costs; tracks costs for force accounts
- Maintains job costing system and updates systems to reflect forecasts; creates margin reporting
- In conjunction with the Project Manager & Superintendent, participates in developing, maintaining and revising the project schedule
- Manages the relationship and work of assigned sub-contractors & suppliers
- Assists with constructability reviews and value engineering functions
- Mentors and guides less experienced Project Engineers
- Demonstrates, communicates, and reinforces Company safety policies and procedures.
- Insures that the work is being built to the most up to date drawings, specs., addendum, standards, etc.
- Assists in Quality Control activities
- Performs additional assignments per supervisor’s direction
- Will also perform the following duties assigned to a Project Engineer 1 depending on the size of the assigned project
  - Assists with pre-construction activities as needed: construction planning and design; interpretation of design and drawings
  - Has a clear understand specifications, drawings, standards, and subcontractor & supplier scope of work, etc.
  - Demonstrates, communicates, and reinforces the all Company safety policies and procedures.
  - Interprets specifications, designs and drawings and prepares quantity takeoffs
  - Prepares drawings and sketches to support construction work, change orders, estimates, etc.
  - Verifies work-in-place quantities for invoicing/pay quantities;
  - Maintains submittal logs and timely receipt and review of submittals and shop drawings
  - Ensures craft time cards are completed accurately, reflecting hours worked and tasks worked on; verifies cost codes to all purchases, time cards, contracts, equipment time and any other item involving cost
  - Maintains as-built drawings; posts RFI, bulletin and ASI as appropriate
  - Maintains RFI logs
  - Participates in constructability reviews and value engineering functions
  - Develops, implements and administers project engineering procedures and other work documents; tracks and logs documentation
  - Takes weekly jobsite photographs
  - Works with the Safety Department to insure that project safety records are accurately maintained
  - Assists in quality control activities
  - Assists in preparing project status reports and participates in project status meetings; assists in development of meeting minutes
  - Assists in project close-out activities
  - May support estimates as needed
  - Performs additional assignments per supervisor’s direction

Essential skills and experience

- A minimum of 2 years of field construction experience
- 4 year engineering degree or equivalent technical training and related experience
- E.I.T. preferred but not required
- Ability to mentor less experienced personnel
- Ability to read and interpret plans
- Excellent computer skills
- Thorough understanding of cost analysis & estimating
- Excellent communication and interpersonal skills
- Ability to travel as required