



## Project Engineer

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Reports to: Senior Project Manager and/or Project Manager

### Broad Goals

- Assist Senior Project Managers and Project Managers in managing the construction process by following standards and procedures for project management
- Provide quality support services to project team members including Project Manager, Field Superintendent, Subcontractors and Architect
- Professional development – develop understanding of construction costs, take-offs, estimating process, project set-up, bidding, buyout, job cost setup, contracts, field construction techniques, scheduling, subcontractor management and project close-out

### Primary Qualifications

- Four year degree in Construction Management, Architecture, Engineering or Business is preferred
- Basic understanding of the construction process
- Ability to read plans and specifications
- Professional character, self motivated, ability to work with minimal supervision
- Ability to prioritize tasks and follow through to completion
- Organizational, communications and interpersonal skills
- Knowledge of technology such as Microsoft Office Suite, Construction Estimating programs, computer modeling, etc. is preferred

### Responsibilities

**Project Management** – assist in proactive Project Management to meet or exceed original anticipated margins. Assist in pre-job planning by participating in estimating, scheduling, bidding, buyout and contracts. Assist in timely setup of job costing, handling of RFIs, change orders, pay applications and other project communications with Architects, Engineers and Subcontractors. Assist in managing client expectations and queries. Assist in timely final Subcontractor reconciliation and billing, punchlist and final closeout.

**Other Responsibilities** – Comply with all company defined standards and procedures. Provide backup support to Senior Project Managers. Participate in the company's strategic initiatives as may be requested from time to time.