

JOB DESCRIPTION

TITLE: Project Engineer for Construction Management and MEP Management

REPORTS TO: Project Manager

Summary:

Assists Project Manager and Project Superintendent with a variety of managerial functions on construction projects.

Essential Functions:

- Acts as a liaison with subcontractors, consultants and suppliers. Maintains lists of addresses and phone numbers for these individuals. Composes and prepares correspondence,
- Produces and tracks contracts with subcontractors, suppliers and consultants.
- Collects and tracks RFI's and submittals and maintains a database to organize this material.
- Prepares and coordinates change orders and tracks them using a database.
- Assists with the preparation of project schedules.
- Maintains and distributes current project plans and specifications.
- Provides technical and on-site support to Project Manager and Project Superintendent.
- Collects and processes purchase orders. Assists in the ordering of materials and supplies.
- Assists with permitting issues, as necessary.
- Keeps minutes of jobsite meetings.
- Other duties as assigned.

Peripheral Functions:

- Answers jobsite phone, as needed.
- Makes trips for supplies, meetings, etc., using own vehicle (pay for mileage provided).

Skills, Knowledge and Abilities:

- Advanced knowledge of the construction industry, specifically commercial and industrial general contracting.
- Excellent verbal and written communication skills with an emphasis on customer service. Ability to speak clearly and articulately and to use proper grammar.
- Ability to maintain a good attendance record.
- Demonstrated competence in MS Office, including Word, Excel, Outlook and construction project management software.
- Valid Driver's License and good driving record.

Education and Experience:

BS in Civil Engineering, Construction Management, or Mechanical Engineering is preferred, along with project engineering internship experience on commercial and industrial projects.

Physical Requirements:

Sitting is required for much of the day, although sitting and standing may be varied as necessary for comfort. Walking on the jobsite occurs frequently and may involve traveling or rough terrain or ascending to heights or depths of the construction project. Fine finger dexterity is required for use of a keyboard and other office machines. Occasional lifting of up to 20 pounds.

Working Conditions:

Work is performed in a construction office environment. There may be exposure to construction dust, debris and noise.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

Updated: 10-07-2020