

Project Engineer

General Role Description

The Project Engineer supports the project team in delivering a construction project that is on time and successful. This individual will provide administrative support to both the project manager, assistant project manager (if applicable) and superintendent. The Project Engineer possesses strong written and verbal communication skills in order to effectively communicate to the Clients, Architects, Engineers, Project Manager, Superintendents and all Subcontractors. This individual will have a good grasp of inner office relations, field operations relations, owner/client relations, and subcontractor relations. The Project Engineer will be asked to participate in Owner, Architect Contractor Meetings, and Subcontractor Meetings and as required for Project interviews. In addition, this individual will be exceptional at multitasking as well as being organized and motivated. This position reports to their respective Project Manager.

Key Responsibilities

- Drive the culture on the foundation of our core values
- Project Set Up in CMiC Project Management Software
 - Create the drawing, submittal, procurement, and closeout logs
- Subcontracts, Purchase Orders and Change Orders
 - Assist Project Manager as directed
 - Enter Subcontract Agreement and Subcontractor Change Order costs and language provided by Project Manager
 - Set up a standardized Subcontractor tracking log for contract and change order status
 - Set up Subcontractor extra Work Order Ticket Log to track status, utilize and distribute to Project Manager and Project Superintendent
- Request For Information (RFI's)
 - Write best in class RFI's and provide a proposed solution/solutions for the issue
 - Write RFI's within 48 hours or sooner of issue arising
 - Review, evaluate, then distribute internally/externally and post (As-Built) RFI's same day as responded by Design Team
 - Maintain and update RFI Log with current status of each issue
 - RFI field follow up with Project Superintendent – Walk the project to confirm that the change has been implemented correctly in the field
- Building Information Modeling (BIM)
 - Understand what BIM is and be familiar with BIM technology
 - Open and navigate a Navisworks Model
 - Open and navigate a Revit Model
 - Work with BIM Manger during Clash Detection

- Meeting Minutes
 - Prepare internal Team and Owner, Architect and Contractor Meeting Minutes according to company policy
 - Coordinate with the Owner, Architect and Management team the layout/contents of the meeting minute packet.
 - Effectively record meeting minutes as required and directed
 - Timely distribution of meeting minutes to the project team
 - Timely resolution of action items delegated in the meetings
- Weekly Progress Meeting Report
 - Prepare and distribute the weekly project progress report to the project team and respective Executives.
- Process Contract Changes
 - Distribution of all changed contract document to subcontract base
 - Vette document changes for scope and logistic implications.
 - Vette subcontractor change requests for accuracy in scope change.
 - RFI Creation, Tracking and Distribution
 - Support the creation, tracking and reporting of all owner/architect budget pricing
 - Support the creation, tracking and reporting of all Pending Change Orders
 - Support the creation, tracking and reporting of all Owner Change Orders
 - Support the creation, tracking and reporting of all Subcontractor Change Orders
- Working Set of Drawings for Office Use
 - Create and maintain a full set of up to date drawings including:
 - All revisions in one set should be included
 - The newest page should be in front of the previous page revisions, with the bottom right hand corner of the previous pages folded and VOID written across
 - All parts of the drawings the have been changed via RFI or a new detail (ASI/CCD) but the page was not officially changed should be noted in RED marker to reference the RFI/ASI/CCD.
 - (BOTH Hard Copy and in Plan Grid)
 - Maintain the project contract document log which.
- Process Submittals
 - Review the contract documents to create a submittal tracking and procurement log in CMIC
 - Call Subcontractors weekly to update Procurement Log and review with Project Manager and Project Superintendent
 - Request and track all submittal requirements from the subcontractor, to the Architects and back to all subcontractors that will be affected by the submittal
 - A thorough and timely review and approval of the submittal when compared to the Contract Documents and any city documents prior to their submittal to the Architect/Engineer/Consulting team.

- Scheduling
 - Use the CPM for all scheduling tasks
 - Assist in the creation of the project & two week look ahead schedules
 - Update the project schedule on a weekly basis from superintendent input
 - Frequent dissemination of the updated schedule to the subcontract base
 - Archive the project schedule as it is updated

- Quality Management
 - Participation per role and responsibility defined in the Project Specific QM Plan.
 - Support Project Manager and Superintendent in the administrative tasks associated with the QM plan.
 - Ownership of the process.
 - Deep understanding of the plan/spec details – better than anyone on the team.

- Closeout Documents
 - Manage the preparation and execution of the project closeout process.
 - Assist the Superintendent in creating, completing and finalizing the project punch list

Core Competencies / Skill Sets

External

- Good conflict resolution skills
- Understanding / experience of construction practices
- Good network / relationships
- Ability to understand what the client values
- Strong communication and presentation skills
- Ability to connect with and manage Subcontractors
- Meeting Minutes
- Process Submittals
- Quality Management
- Closeout Documents

Internal

- Exceptional organizational skills
- Ability to multi-task effectively
- Will fit into the culture and relate to the key people
- Good communication skills
- Ability to connect with the project team
- Works well on teams
- Self-improvement / Self-development

- Self-motivated
- Project Set Up in Project Management Software
- Subcontracts and Purchase Orders
- Scheduling
- Strong understanding of submittals, contract documents and document management
- Weekly Progress Meeting Reports
- Contract Changes
- Working Set Drawings

Requirements

TBD from customized High Level Key Responsibilities (if recruiting or promoting)

Compensation

TBD (if recruiting or promoting)

Send resumes to belder@weoneil.com.