

## Project Engineer

### SUMMARY

The Project Engineer is responsible for reviewing, generating and tracking documentation, assisting in the scheduling of resources and materials and any other project related duties as assigned.

Documentation includes submittals, requests for information, memos, transmittals, project schedules, proposals, meeting agendas and minutes, etc.

### RESPONSIBILITIES

- Collaborate with project team members to develop and execute construction projects.
- Develop and manage project schedules to ensure project deadlines are met.
- Actively manage the budget of each assigned project meeting established goals.
- Communicate effectively and professionally with all interested parties.
- Ensure safety standards are maintained on project sites.
- Manage all project documentation to include contracts, submittals, RFIs, internal reporting, etc.
- Other responsibilities as assigned by the Project Manager.
- Prepare correspondence with Owner, Architect, Engineers, Subcontractors, Suppliers, etc.

### QUALIFICATIONS

- Effective and professional verbal and written communication skills
- Strong organizational and problem solving skills
- Proficient in the following programs:
  - Microsoft Excel
  - Microsoft Word
  - Microsoft Project
  - Primavera P6
- Strong organizational and problem solving skills.
- Ability to adapt to changing demands and priorities.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Engineering, Construction Management or equivalent.

### EDUCATION AND EXPERIENCE PREFERENCES

- DBIA, LEED, CPC, CCP or equivalent professional certification.

### PHYSICAL REQUIREMENTS OF POSITION

- Must demonstrate ability to pass pre-employment drug screen.
- Visual and auditory skills.
- Must be able to operate computer, telephone and other commonly used office equipment.
- Ability to work outdoors in extreme conditions such as cold and heat on an occasional basis.
- Standing, climbing, bending and stooping.

**ADDITIONAL NOTES OR COMMENTS**

- Must be willing to assist team in any area when requested.
- Must comply with company employee business conduct guidelines.
- Occasional travel may be required.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.