

PROJECT ENGINEER

Under the direct supervision of a Project Manager, Assistant Project Manager and Superintendent provide technical support to construction staff; reviewing plans and other technical documents; answering questions regarding the scope and/or timing of the project; and monitoring costs and project progress. The Project Engineer may be the primary Project Engineer on an aggregate of \$5-\$10 Million in projects at one time or may be assigned to assist an Assistant Project Manager on larger projects.

Leadership and Communication Skills:

- Ability to work take instruction and work under a direct supervisor
- Demonstrate a desire to learn, grow, and desire for continuous improvement
- Display a high degree of integrity and social responsibility during the performance of daily responsibilities
- Ability to collaborate with team and manage multiple tasks, produce work on a time sensitive deadlines, while maintaining a positive attitude at all times
- Demonstrate good time management skills with the ability to organize and manage multiple priorities
- Negotiate effectively in all situations; settle differences while maintaining positive relationships
- Create strong morale on his/her team while working to achieve a common goal
- Develop a business judgment in a manner consistent with F&H Company Policy and Procedures
- Ability to effectively communicate both verbally and written

Technical Skills and Experience:

- Familiarity with contract formats; draft, and issue change order(s) scope to subcontractors with oversight by Project Manager
- Familiarity with scheduling, drawings, and construction sequencing
- Proficient computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook)
- Familiarity with project management Software (Sage 300 or similar) and scheduling program (Primavera or similar).

Duties and Responsibilities:

- Coordinate job site set up and develop site logistics plan
- Prepare client billing by assembling and reviewing all F&H Construction costs and subcontractors invoices.
- Prepares monthly “fee and cost status” reports for the Project Manager and prints other optional reports at Project Manager’s request
- Processes, tracks and returns all shop drawings and submittals on time
- Coordinates as necessary with other trades, distributes field-use shop drawings, and maintains complete job file, including all logs
- Assists Project Manager in developing possible alternative construction schemes and methods for evaluation with related cost and time impacts
- Assists in preparing, monitoring and distributing the Master Construction Schedule
- Prepares agenda and documents for distribution for all Subcontractor coordination and

Client/Architect meetings

- Confirms receipt of all plans, bulletins, and specifications for distribution to Subcontractors and other Project Stakeholders
- Prepares and forwards required reports and documentation, including shop drawing logs, job status reports, schedule updates, requests for information (RFI) logs, meeting minutes, progress photos, and progress of work.
- Prepares and tracks all Client and Subcontractor change requests and COs
- Receives, prepares, submits, follows-up, tracks, and distributes all RFIs
- Promotes safety during the performance of all daily project responsibilities

Education and Work Experience:

- Bachelor's degree in Construction Management, Civil Engineering, Mechanical Engineering or Architecture; or
- 0-5 years equivalent construction experience.

Note: This is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

