Job Title: Project Engineer (Office)
Department: Construction
Reports To: Sr. Project Manager or Project Manager
FLSA Status: Non-Exempt – Hourly

Job Description/Summary:
The Project Engineer (field) assists the Project Managers in attaining successful completion of the construction projects. The Project Engineer accepts the challenges that ensure that project goals and objectives are accomplished within the project budget and time frames by performing duties as directed by the project managers.

Essential Duties and Responsibilities:
- Responsible for keeping all aspects of project document control up to date including all project logs and reports
- Assist project manager in preparing and documenting project meetings
- Reviews, documents and distributes all project submittals and change order documents
- Monitors and updates all project documents in the project management software
- Assists project manager with project billings
- Assists project manager with inter-discipline coordination and overall quality control of the work
- Perform other duties as directed by Project Managers

Job Knowledge:
- Building and Construction – Knowledge of materials, methods, and the tools involved in the construction or repair of building or other structures such as highways and roads.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.
- Law and Government – Have some knowledge and correct application of building permits, codes and regulations governing construction.
- Economics and Accounting – Knowledge of economic and accounting principles as applied to the practice of construction in analysis and reporting of project financial data.
- Computers and Electronics – Working knowledge of companies’ computer software, including Bluebeam, PCMX, Contract Manager, P6, Microsoft Project, Word and Excel.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Job Skills

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communication - Speaks clearly with others to convey information effectively.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to construction problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Time Management – Managing one’s own time and the time of others.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Personal Skills - Must be a self-starter, self-motivated, highly organized, effective interpersonal skills including ability to work with multiple personalities on multiple projects at one time

Abilities required:

- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Expression and Comprehension – The ability to communicate effectively so others will understand as well as the ability to listen and grasp ideas presented through spoken words and sentences. Can effectively present complicated information in an effective manner and respond to questions from user groups and clients.
- Written Expression and Comprehension – The ability to communicate information and ideas in writing so others will understand as well as the ability to read and understand information and ideas presented in writing.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Analyze and interpret technical procedures or governmental regulations
- Logical decision-making ability with the capacity to handle pressure.
- Physical Abilities - Employee is frequently required to sit, talk hear and stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop kneel or crouch. Use hands to finger, handle or feel, reach, lift, balance, carry, push and pull. Must be able to occasionally lift and / or move up to 25 lbs. with frequent lifting and /or carrying objects weighing up to 10 lbs.
- Personality – Must have outstanding client management and customer service orientation
- Specific vision abilities required by this job include close vision, distance vision and depth perception
- Able to adapt to air-conditioned/heated office environment and exposure to low noise levels from office equipment and voices (Office Time)
- Able to adapt to exposure to a variety of weather conditions due to outdoor work environment as well as exposure to high noise levels from construction activities on a jobsite (Field Time)

**Minimum Education and/or Experience, Certifications/Licenses required:**
- Two or Four year college degree (preferably in Construction Management)
- One to three years related experience
- CPR and 1st Aid Certification Required
- Valid Driver’s License

**Safety/Environmentally/Security Sensitive Position**
This position requires that the employee perform or is responsible for performing, primarily or specifically, duties which are directly related to the safe operation or security of a facility or piece of equipment, including a company vehicle driven in/on safety or environmentally sensitive operations and/or property, and which, if not performed properly, could result in a serious safety risk or environmental hazard to an employee, a client, a facility, or the general public. This position may have the responsibility of supervising, managing, or directing either directly or indirectly, the safety sensitive duties of employees who perform such duties shall be considered as occupying a “safety-sensitive position.”

**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Other duties may be assigned. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.