

JOB DESCRIPTION



Job Title:	Field Engineer
Reports To:	Senior Project Manager/Project Manager/Project Engineer
FLSA Status:	Exempt http://www.lylesutility.com/careers-2/

Job Summary

This position is responsible for providing on-site field administration, supervision, and technical management for all construction operations, including direct supervision of foreman, subcontractors, and other construction related personnel.

Essential Duties and Responsibilities

Essential duties and other responsibilities include but are not limited to the following:

- Review design documents, shop drawings and submittals for consistency with contract scope of work.
- Set-up job site logistics.
- Identify, define and procure required craft and subcontractor services.
- Monitor project costs and identify areas for improvement.
- Develop, maintain, and distribute meeting agendas and minutes.
- Document daily construction activities.
- Assist with preparation of CPM schedule.
- Implement project engineering procedures, and other work controlling documents.
- Prepare proposals, change orders, RFI's and letters of intent as needed.
- Change order documentation and associated cost reporting and maintenance.
- Time card review and invoice processing.
- Maintains a good working relationship with field personnel and subcontractors.
- Dedicated to achieving a "Zero Accident Culture" by adhering to site safety protocols and OSHA safety standards.
- Compile contract close out documents.
- Executes additional duties and responsibilities as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required Education and Experience

- A Bachelor of Science degree in Construction Management or Civil Engineering or related field preferred.
- One (1) year of experience and past internships in the construction industry are required.
- Strong computer skills and familiarization with software programs to include project design, job costing, scheduling and estimating.
- Excellent oral and written communication skills.

Certificates, Licenses, Registrations

- A valid California Driver's License

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Effective Communication: Ensures that regular, consistent, and effective communication takes place. Ensures that important information is shared with others on a timely basis as appropriate in his/her organizational unit. Proactive in keeping their manager informed on a regular basis about progress and problems to avoid surprises.

Leadership: Marshals resources (people, funding, materials, and support) to get things done. Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment. Sought out by others for advice and solutions. Leads by example. Anticipates problems and adapts well to changing priorities. Willing to take action, even under pressure, criticism or tight deadlines. Treats direct reports equitably and fairly. Assembles talented teams externally and internally. Creates work environment that fosters strong morale and spirit in their team. Takes ownership of problems and shares success.

Analytical Thinking: Approaches problems using a logical or sequential approach, systematically comparing two or more alternatives; Notices discrepancies and inconsistencies in available information; Identifies parameters and considerations needed to analyze situations and make decisions; Conducts decision-based cost/benefit or risk/success analyses; Prioritizes tasks.

Collaboration: Develops, maintains, and strengthens, partnerships with others inside or outside of the organization who can provide information, assistance and support. Recognizes and appreciates the business concerns and perspectives of others; Provides valuable and needed assistance, information, and support to others, to build a basis for future reciprocity.

Conflict Management: Functions effectively when under pressure and/or while experiencing rapidly changing or uncertain conditions. Maintains self-control and composure in the face of stress, opposition or provocation. Effectively handles a variety of complex and difficult problems or tasks at once. Maintains a positive attitude under difficult circumstances. Quickly adapts and constructively reacts to unforeseen circumstances and setbacks, reducing their severity.

Personal Integrity: Ensures integrity of the Association; Develops and practices the highest ethical standards. Expected to honor commitments. Communicates openly, honestly and directly. Instills mutual trust and confidence. Treats all people with respect. Values diverse perspectives. Supports AAA's diversity initiatives.

Physical Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk, hear, taste, and smell. The employee is frequently required to stand, walk, climb or balance, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Office: The noise level in the work environment is usually moderate.

Job Site: While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually loud.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.