

Project Engineer I

Work Schedule – Approximately 9.5 hours per day from 6:30 AM to 5:00 PM with 1 hour lunch break; 5 days/week. May be required to work evening shift(s) and or weekends.

Essential Functions

- Prepares, processes and submits project documentation, such as material submittals, RFI's, shop drawings and notification of changes.
- Maintains logs for RFIs, submittal, change proposals and plan revisions.
- Studies and understands the contract documents of each project, including provisions of the general or special conditions. Identifies ambiguities, conflicts, and discrepancies and brings them to the attention of the Project Manager or other supervisor.
- Reviews and obtains a working knowledge of the bid documents, estimate, budget, and ancillary owner-provided reports (such as soils investigations).
- Reviews and approves timecards and daily logs in a timely manner, ensuring accurate cost codes, hours, and quantities.
- Maintains cost reports, investigates cost overruns and underruns, ensures reporting is detailed and accurate. Tracks extra work and prepares reports in a timely manner.
- Prepares special reports as requested by Project Manager or other supervisor.
- Monitors daily, weekly and monthly job operation costs and production quantities. Assists Project Manager or other supervisor with preparation of monthly work-in-process cost forecast.
- Supports foremen and field supervisors to ensure timely and efficient performance. Coordinates labor resources, equipment resources, and third party service providers as needed.
- May coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
- Studies and understands the company's GPS technology practices. Manages GPS technology for all assigned jobs, including the site calibrations, topography measurement, volume calculations, and machine data management.
- Analyzes information gathered at site inspections, drawings, specifications, proposals, and other documentation.
- Maintains project files.
- Determines which submittals will be required, assures that details of the submittals are correct and complete.
- Acts as point of contact for project submittals from suppliers and subcontractors.
- May order supplies and other materials, as needed.
- Maintains and reinforces to field personnel a continued awareness of and conformance to safety policies and procedures with the goal of achieving zero incidents, lost time injuries, property damage, and claims.
- Attends and participates in project meetings, including, but not limited to preconstruction meetings, safety meetings, owner meetings, and subcontractor meetings.
- Demonstrates proficient knowledge of traffic control and flagging procedures and guidelines.
- Commuting to and from various jobsites. Driving on uneven surfaces within job sites.

Knowledge, Skills and Experience

- Bachelor's Degree (four year college or technical school) Preferred, Field of Study: Construction or Engineering.
- No prior experience necessary.
- Must have computer experience using Microsoft Word, Excel and Project.
- Valid Driver's License with clean driver's abstract.
- Obtains and maintains CPR, AED and First Aid certification, OSHA 30, MUTCD Technician.
- Proficiency in MS Office, Primavera and enterprise project management solutions.
- Must have excellent communication skills to work effectively with customers, employees, management, vendors, utility companies, and local state and federal agencies.
- Must have a basic understanding of surveying practices and accompanying equipment.
- Must be able to comprehend and follow occupational safety and health regulations, other state and federal regulations governing the construction industry, and Company practices and procedures.
- Must be able to accurately read blue prints, plans, specifications, contracts, bids, proposals and other construction documentation.
- Must have a basic understanding of drafting.
- Must be able to comprehend complex math concepts including geometry, algebra and trigonometry to measure calculate and forecast.
- Understand different signals used at construction sites.
- Must be able to drive.

Position Qualifications:

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Typical Working Conditions

Inside: 75% Outside: 25% Temperature: Air conditioned trailer Work is performed primarily indoors.

Indoors, employee will be in contact with chemicals (i.e., toner for copier and facsimile machines), and materials (i.e., paper) normally found at offices. While outdoors, employee will be exposed to all types

of weather and temperatures. Employee may be in contact with materials (i.e., dust and particles) and noxious odors (i.e., diesel) normally found at general civil construction worksites. Employee will also be exposed to high levels of noise and vibrations. Employee may also be exposed to wet and humid conditions.

Equipment Used

Company or personal vehicle, computer, cell phone, copy and fax machines