



Project Engineer Job Description

The Project Engineer reports to and is responsible for assisting the Project Manager with the daily management, supervision, coordination, quality control and successful completion of construction project(s).

Duties/Responsibilities

- Diligently maintain Construction Documents at the jobsite.
- Produce, review and distribute meeting notes and minutes.
- Process and track material deliveries. Fill out required documentation.
- Track equipment rentals onsite, schedule pick-up, service or new equipment.
- Minor Quantity take-off and cost estimating.
- Take photos and measurements of the the existing construction for use in daily reports, RFI's and Submittals.
- Draft RFI's for Project Manager review.
- Review Subcontractors work for quality and adherence to the Construction Documents.
- Minor clean-up and moving of materials.
- Take onsite meeting minutes, call subcontractors and assist superintendents on the day to day schedule.

Requirements

- Excellent written and verbal communication skills. *Comfortable occasionally making cold calls.*
- Experience with Bluebeam or other estimating programs.
- Ability to read and understand technical specifications, blueprints, manuals, product/material installation and engineering/architectural drawings.
- Ability to multitask and work independently.
- Obtain and keep current OSHA 10 safety training.
- Proficient in Microsoft Office.
- Type 60+ WPM.
- Proficient in Construction measurements and able to verify dimensions to the 16th of an inch.
- Punctual, dedicated to Safety and able to operate within a Team.

Education & Experience

- 1+ years experience as a Project Engineer or similar job function with a Commercial General Contractor.
- Associate Degree or higher (Engineering or Construction Management preferred).



Job Description Acknowledgement

The signature below indicates that I have read and completely understand all my job duties and responsibilities for the position of _____ . I attest that I am able to perform the essential functions as outlined in the job description above and have notified my supervisor and/or human resources of any accommodation needed to be able to perform my job. I understand that at the discretion of Comren Inc, my job may change or be altered on a temporary or regular basis at any time with or without notice according to the needs of my location or department without it being specifically included in the job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name

Employee Signature

Date