

# Project Engineer

The Project Engineer at Braconier is responsible for assisting the project manager in achieving the overall success of a project. One of the most important functions the Project Engineer serves on any given project is to support the Project manager and Field Leaders. The Project Engineer is responsible for supporting the Project Manager in ensuring that the Field Leader is equipped with the material, equipment, rentals, and information that is necessary in completing the project. The Project Engineer is responsible for maintaining the document control on the project. Project Engineers are responsible for helping to maintain a good working relationship with the client and to help be a liaison between the Field Leaders and the client. Project Engineers will be required to multitask and assist the Project Manager on several projects at the same time. Project Engineer duties include but are not necessarily limited to the following:

1. Preconstruction
  - a. Participate in the preconstruction to operations turnover
  - b. Set up the project in Procore
  - c. Submittals
  - d. Assist the PM with Writing Subcontracts
  - e. Create foreman's job book
  - f. Participate in the Operations to Field Leader Turnover Meeting
  - g. Keeping Meeting Minutes
  - h. Review the Field Leader's project Take-off and compare to the estimate
  - i. Write Purchase Orders for Equipment, bulk materials, rentals, tools, etc
  - j. Submit any RFI's created during the Field Leader's take-off
  - k. Participate in project Kick-off meeting with subcontractors
  - l. Create/update equipment tracking matrix
  - m. Participate in prefabrication meeting with the Field Leader and Fab Shop Foremen
2. Course of Construction
  - a. Regularly walk project and meet with the Field Leader to discuss overall progress of the project and discuss any needs that the Field Leader may have
  - b. Submit any RFI's that come up during construction
  - c. Write purchase orders for materials, rentals, tools, etc that were not included in the bulk take-off
  - d. Distribute RFIs, ASIs, PRs, COBs, etc. to Braconier subcontractors for review and cost submission.
  - e. Review RFI responses, Schedule Updates, ASI's, PR's, COB's, Etc for costs and assist the project manager in creating change order requests to submit to the client within the contractually allowed timeframe
  - f. Assist the Project Manager in processing change orders received from the client
  - g. Attend meetings with the client on site as necessary

- h. Keep meeting minutes
- i. Engage with Subcontractors and ensure that they are meeting the needs of the project
- j. Manage equipment and material delivery dates
- k. Review and distribute design team observation reports. Manage responses to the client.
- l. Work with the field leader to complete any requirements for commissioning (prefunctional check lists, test reports, etc)
- m. Submit site safety audits to the client

3. Project closeout

- a. Compile closeout documents and submit to client
- b. Ensure that any owner stock items have been procured and turned over to the client
- c. Work with the Field Leader and Subcontractors to complete any outstanding punch list or commissioning items
- d. Participate in the project closeout meeting
- e. Keep meeting minutes
- f. Manage any warranty items that occur post construction.
- g. Help facilitate service maintenance opportunities. Provide owner contact info to service sales.

Interested candidates should forward a resume and cover letter to [Stevenv@braconier.com](mailto:Stevenv@braconier.com)