



## **CONSTRUCTION PROJECT ENGINEER JOB DESCRIPTION**

**Title:** Construction Project Engineer

**Reports To:** Project Manager

**Location:**

**Reports Required:**

- Project Schedules
- Unit Turnover Schedule
- Commitment Cost
- Change Request Detail
- Cost At Complete (CAC)
- Subcontractor Building Punch List

**Major Objectives:**

Assist Team to coordinate and manage all pre-construction and construction related activities related to all applicable projects. Team includes the entire Garrett Companies Team – and most notably the Development and Construction divisions.

**Specific Duties and Responsibilities:**

Learn, become familiar with and utilize company's software. Current software includes:

- Procore, Microsoft Office (including Project for scheduling).
- Blue Beam Revu for electronic document mark-ups and onscreen take-offs.
- Timberscan for Accounts Payable invoice approval.
- Sage 300 for all project specific Estimating, Project Management, Job Cost and Accounting needs.
- Required training is provided by the Company.
- Travel to applicable project sites at least once a month to ensure progress, quality and field personnel is equipped to complete the project as expected and communicated to the Team.
- Coordinate, assist and communicate with Team to help the overall success of this project.

- Communicate with on-site field personnel to ensure they have the tools in order for them to direct and supervise all on-site activities to achieve completion of the project on schedule, within budget with quality workmanship that conforms to the plans and specifications and satisfaction to the Development and Property Management Teams.
- Prepare and maintain project schedule and manage through completion.
- Assist in identifying potential issues and solve problems to maintain construction schedule.
- Verify all required municipal inspections as they pertain to the local municipality and communicate this to the Project Manager.
- Coordinate with all applicable permanent utility companies and ensure they are prepared to get utilities to site based on project schedule.
- Once coordinated, utility companies shall be passed onto field staff for their scheduling and supervision to ensure utilities are installed as required per the project documents.
- Work with PM to purchase GC provided materials and coordinate with field Team for delivery.
- Maintain positive relationships with all Garrett Companies Personnel, design team, contractors, suppliers, subcontractors, utility companies, and all applicable municipal representatives.
- Demonstrate commitment to Injury-Free Environment through own actions, mentoring others while on-site and in the office, and assist to rectify any job site hazards immediately.
- Review Superintendent's Daily Reports organized by the Garrett Contract Administrator to ensure project is being completed as expected.
- Create general project schedule with assistance of Project Manager and update such as needed.
- Assist in coordinating Director of Construction Administration's monthly subcontractor progress meetings (4<sup>th</sup> week of every month) and Owner's bi-weekly development/construction progress meetings.
- Assist and ensure Superintendent is providing two week progress report (previous two weeks and next two weeks) bi-weekly to Project Management Team.
- Provide training and education to Garrett Companies personnel as needed to ensure a successful project.
- Maintain organized project specific electronic and paper files.
- Complete individual scopes of work and assist with completing subcontract documents.
- Obtain, understand, submit and organize Transmittals, Correspondence Log, RFIs, Change Requests, Submittals, Commitment's and Commitment Change Orders, O&M documents, drawing log, and drawing revisions. Immediately provide site with all drawing revisions.

## **Prerequisites:**



- Bachelor Degree in the field of Construction and/or related field or 3-5 years' experience in the construction industry.
- Must be consistently detail oriented.
- Strong organization skills.
- Ability to recognize personal shortcomings.
- Excellent written and verbal skills.
- Ability to listen and understand intents and goals.
- Ability to think creatively and innovatively.
- Professional judgment and discretion that comes from experience in working with customer services, internal teams, and 3<sup>rd</sup> party consultants.
- Analytical skills to forecast and identify trends and challenges.

**Pre-Prerequisites (these are the most important items):**

- Positive attitude
- Relentless problem solving skills.
- Will never claim the work of other's as their own.
- Ability to anticipate.
- Understanding the difference between causation and correlation.
- We are all broom pushers. Every member of our team is willing to work and support at all levels.

**Initial Training and Orientation:**

- New hire specific training
- Garrett Construction Project Engineering training

Contact

Liz McFadden ,Talent Acquisitions Manager – [emcfadden@thegarrettco.com](mailto:emcfadden@thegarrettco.com) – 463-900-7069

More Information and Link to Apply

Thegarrettco.com

<https://thegarrettco.exacthire.com/job/37954>