



## Project Engineer

Assist the Project Manager and Superintendent in managing the subcontractors and suppliers on a project as well as manages the administrative engineering functions of the job. The Project Engineer works to ensure construction progresses as scheduled and contract specifications are adhered to. Has knowledge of commonly used construction management concepts, practices, and procedures.

### Principal Duties and Responsibilities:

- Assists project manager as necessary.
- Assists superintendent as necessary.
- Reviews construction documents for problems and conflicts.
- Updates and monitors all construction documents with changes.
- Inspects and thoroughly walks site looking for unsafe practices, unauthorized personnel, product deficiencies or improper construction methods and reports all unsafe work practices to supervisor.
- Ensures work progress of subcontractors and that reports are accurately completed. Submits daily reports and weekly safety meeting minutes.
- Accepts deliveries, verifies quantities, and notes any discrepancies.
- Manages the submittal process
- Assists in processing pay applications
- Manages the RFI process
- Develops, organizes, and tracks office documents assigned by Project Manager and Superintendent.
- Helps create, distribute and manage punch list to all rough trades (HVAC, electrical, plumbing, security, phone, TV, fire and framing).
- Prepares and submits daily man count reports that document the number of workers on the construction site in the morning and afternoon.
- Manages production tracking and weekly reporting.
- Complies with all Company safety policies.

### Education and Experience Requirements:

- Bachelor's degree in Construction Management or related study is required.
- At least 1 year of experience in construction is required; preferably water/waste water construction.
- Knowledge of construction management theory and practice.

- Knowledge of PC and construction and business software including scheduling, estimating, spreadsheets and word processing.
- Excellent computer skills — Procore, Microsoft Word, PowerPoint, Excel, Outlook, and Internet.
- Excellent written and verbal communication skills.
- Attention to detail and ability to proof your own work and the work of others.
- Excellent organizational and time management skills, ability to take initiative, use good judgment, demonstrate a strong sense of urgency and follow-up and carry multiple projects through to completion.

Additional Requirements:

- Arrive to work on time.
- Ability to work evenings and/or weekends if necessary
- Follow directions from a supervisor.
- Interact well with co-workers.
- Understand and follow posted work rules and procedures.
- Accept constructive criticism.

This description outlines the basic responsibilities and requirements for the position noted. This is not a comprehensive listing of all job duties. Duties, responsibilities and activities may change at any time with or without notice.

Required education:

- Bachelor's degree

Contact Information:

Beverly Boker

Director HR

970.601.5026

[bboker@integratedwaterservices.com](mailto:bboker@integratedwaterservices.com)

Integrated Water Services

4001 N. Valley Dr.

Longmont, CO 80504

[www.integratedwaterservices.com](http://www.integratedwaterservices.com)