

J. Raymond Construction Corp
(Draft as of 2/21/2015)

Project Engineer
(FLSA – Exempt)

Department: Operations

Reports to: Project Manager

Job Objective

Reviews, analyzes and resolves field construction problems, discrepancies and interferences with architect/engineer, owner and/or specialty contractors. Performs all functions in alignment with the company's culture and core values: Respect-Integrity-Golden Rule-Humility-Trust

Essential Functions/Responsibilities

- Timely, complete and accurate generation of selected subcontract agreements and purchase orders.
- Time and accurate interpretation of design documents to facilitate problem solutions.
- Research and recommend solutions to design document problems, including conflicts, interferences and errors/omissions.
- Monitor field work contract work to ensure compliance with company standards, procedures and specifications and codes.
- Responsible for continuous updating and accurate generations of as-built documents and contract documents.
- Research and preparation of change requests to resolve design issues for approval.
- Prepare and implement quality control procedures such as instructions, inspection programs, control measuring and testing equipment.
- Responsible for clear and tractable document control in accordance with established policies and procedures, including utilizing management systems to create/track RFI's, transmit/track submittals, compose agreements and maintain project expediting list.
- Attend and actively participate in project coordination and owner/contractor/architect/engineer meetings as requested or required.
- Coordinate periodic job-related photographs for records.

- Responsible for continuously expanding and updating professional knowledge and honing skills and competencies to enhance individual and team innovation and productivity.
- Perform additional duties and assignments as assumed or directed by supervision.

Education and Experience:

- Four year construction or engineering degree or equivalent training and experience.
- Minimum of 3 years construction engineering experience in the field as Assistant Project Engineer, including co-op or intern experience.

Knowledge, Skills and Aptitudes:

- Working knowledge of assigned discipline design and overall engineering standards is necessary.
- Knowledge of construction codes mandatory.
- LEED certification required.
- Acquiring knowledge of the company's BIM technology and scheduling standards expected.
- Ability to assume responsibility, interface and communicate effectively with others a must.
- Efficient in PROLOG or equivalent with ability and desire to learn new systems.
- Ability to accurately read plans required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to see well (either naturally or with correction); speak and hear; use hands to reach for, handle and feel objects. The employee is occasionally required to climb on things and maintain balance, stoop, kneel, crouch or crawl; and lift up to 25 lbs.

Work Environment:

The position is located both inside a climate controlled office, trailer and outside. While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud.