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ROLE DESCRIPTION

Position Title: Project Engineer/Field Engineer
Prepared Date: March 2019
Department Name: Operations
Reports to: Project Manager and/or Senior Project Manager
Status: Exempt, Full Time
Location: Santa Monica or San Diego Office

Position Purpose

The Project Engineer/Field Engineer is a vital member of the construction operations team and assists project teams in providing professional construction services to include the planning, coordination, execution, completion and financial outcomes of the project. The Project Engineer/Field Engineer assists with management of various documentation and coordination required to execute construction projects. These tasks include activities related to contract administration, project procurement, scheduling and quality controls to ensure that projects are completed successfully to meet client expectations, financial project goals, quality standards, and scheduling goals.

Essential Duties and Responsibilities:

Project Engineering and Administration

- Manage project related document controls and plans/drawing maintenance including distribution of drawings revisions and trade notifications
- Create, maintain and organize all required project documentation and logs (RFIs, submittal register/master list of required submittals, etc.)
- Engage and collaborate with the project team and consultants to research and author RFIs
- Manage the RFI process including submittal, tracking, and distribution of all RFIs
- Maintain and update the project record set including "posting" of all RFIs
- Manage the submittal and shop drawings process including reviews, tracking and distribution
- Prepare and distribute all project meeting minutes (OAC, subcontractor coordination, etc.) in collaboration with the project team
- Develop and distribute weekly trade/subcontractor coordination meeting minutes
- Assist the project team with the procurement and tracking of subcontractor insurance and safety requirements and to obtain required documentation for assigned trades
- Assist with the coordination and management of assigned trades/subcontractors
- Long Lead Items Tracking and manage the material procurement process of assigned trades
- Assist with miscellaneous subcontract awards and trade buyout process including the preparation of subcontract/purchase order agreements to include abstracts and owner award authorization requests
- Responsible for managing and organizing/filing all project photo documentation
- Issue trade related and miscellaneous correspondence and documentation including file management
- Manage project closeout process and documents
- Coordinate punchlist items tracking and acceptance

Cost Controls/Financial Management

- Assist with procurement of PCOs/change orders from assigned trades/subcontractors
- Assist with preparation of Owner Change Order Requests
- Assist with procurement of subcontractor invoices for the monthly Payment Applications

Concrete Engineering/Management

- Assist the Project Manager and Superintendent in the execution of the structural concrete construction to achieve required project quality, scheduling and financial goals
- Verify, record and submit weekly concrete quantities
- Prepare and maintain the Concrete Placement & Pumping Logs and tracking
- Prepare and maintain materials procurement to include Purchase Order Logs and Formwork Tracking Logs
- Assist with material invoicing review and approvals
- Assist with management of the budget including preparation of budget revisions
- Assist with preparation of monthly financial forecasts and projection analysis
- Assist with preparation of Owner Payment Applications
- Assist with management of the schedule and schedule updates

Safety Management

- Participate in appropriate safety training
- Be familiar with our Safety Policies to coach and inform others
- Execution of our Safety Policies, including jobsite PPE requirements
- Participation in periodic jobsite safety inspections/audits as required
- Assist and facilitate job site specific safety orientations for subcontractors
- Assist Superintendent and Safety Engineer to procure and maintain subcontractors' safety documentation (Toolbox Meetings, Job Hazard Analysis, Pre-task Cards, etc.) in onsite binders as outlined in IIPP

Estimating and Preconstruction

- Assist with preconstruction and estimating efforts of assigned projects
- Plan reading and complete project or miscellaneous quantity take-offs
- Assist with subcontractor bid solicitations and bid document distributions
- Assist with preparation of subcontractor bid scopes
- Assist with subcontractor bid analysis and bid post sheets
- Assist with preparation of internal and external project's concrete estimates

Other Job Functions:

- Perform other related tasks as assigned, some of which may become essential to the position
- Adhere to all company and departmental safety policies including use of personal protective equipment when necessary

Supervisory Requirements:

- No prescribed supervisory responsibilities

Interactions:

- HR team
- Internal customers (i.e. employees)
- Key department heads and stakeholders
- Third party vendors and brokers

Requirements

Education/Training:

- 4-year bachelor's degree in construction management, engineering, architecture, or related field of study

Experience Required:

- Graduate to 4 years' experience
- Prior progressive internship experience in the construction industry or related field

Knowledge, Skills and Abilities (KSA's):

- Understanding of construction trade software including Prolog, Primavera, Bluebeam and Microsoft Office
- Excellent decision making and problem-solving skills, organization, communication and customer service skills with the ability to handle multiple tasks with tight deadlines on a regular basis
- Basic construction knowledge & technical skills
- Plan reading and construction document review and coordination abilities
- Strong verbal and written communication skills
- Strong work ethic and ability to work independently within the team environment and structure
- Reliable and responsive
- Strong professional values and business ethics
- Must be proactive, flexible, responsible and resourceful
- Must work well under pressure
- Able to work independently, self-manage workload and remain motivated
- Possess a workstyle that fosters teamwork and collaboration

Physical Demands:

- Ability to sit or stand for extended periods of time
- Intermittent walking to gain access to work areas
- Finger dexterity sufficient to use a computer and to complete paperwork activities
- Vision sufficient to use a computer, to read written materials and to complete paperwork activities
- Hearing sufficient to communicate with individuals by telephone and in person
- Ability to lift up to 25 pounds

Work Environment:

- Office or jobsite (i.e. trailer) setting with moderate noise levels in temperature-controlled environment
- May include shared office space and temporary provisions including portable toilets as required by project constraints

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signatures:

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____