



## PROJECT ENGINEER JOB DESCRIPTION

### Job Purpose:

As a Project Engineer, you will be responsible for providing support to the construction team.

1. Prepare monthly project data sheet for Project Manager.
2. Submit and check shop drawings and samples of all permanent materials and equipment to the architect or engineer, expedite approval of them, coordinate the distribution of shop drawings and expedite delivery as necessary.
3. Constantly check shop drawings for space and location designations versus actual material and equipment size and configurations, to be certain items will fit together within spaces allocated, and make necessary changes or recommendations when fit, space or location problems develop.
4. Distribute subcontractors' contracts to coordinate with job progress, provide Subcontractors with up-to-date information on when their work can be performed.
5. Prepare contract change orders in detail for changes in plans or specifications made by the owner or his representative and submit them promptly to the Project Manager within the current progress payment period; similarly prepare change orders for subcontractors and submit them in a like manner to the Estimating Department; and expedite approval of changes by the owner or his or her architect or engineer.
6. Study and understand contract payment terms, consult with the Superintendent or Project Manager and prepare accurate progress payments and submit them promptly for payment on the earliest allowable date.
7. Become a proficient user of the following software packages:
  - a. Prolog
  - b. Sure Trak or P6
  - c. Microsoft Office
  - d. **Blue-beam**
8. Assist Estimator with quantity survey, subcontractor drawing distribution, pre-bid market stimulation/coverage.

9. Whenever possible, observe major materials during installation to determine if they agree with drawings and report discrepancies promptly to Project Management.
- I0. Prepare bar chart, equipment, manpower or CPM schedules; maintain them in current status and advise project Management of indicated trends. Update at least bi-monthly active project schedules; obtain list from President or Controller.
11. Become familiar with all company policies and adhere strictly to them in all activities and dealings.
- I3. Constantly strive to improve capability and performance, and to acquire additional knowledge, skills and ability through study and personal development, to qualify for positions of greater responsibility.