

# PROJECT ENGINEER

**DIRECT REPORT:** Project Manager  
Superintendent  
Director of Operations

**RESPONSIBILITIES:**

The Project Engineer is responsible for successfully completing specific project tasks as assigned by the Project Manager, Superintendent, or Assistant Project Manager.

**PRIMARY RESPONSIBILITIES:**

- Primarily performs engineering duties in planning, designing, and maintaining building structures for projects.
- Maintain project logs (i.e., storage logs, concrete pour logs, RFI logs)
- Maintain and update schedules (i.e., valve schedule, project schedule)
- Identify the need for Requests For Information (RFIs)
- Coordinate facility startup activities
- Prepare, review, and process shop drawings
- Maintain as-built drawings
- Collect and assemble O&M material
- Purchase Order and Subcontract Scope analysis and drafting
- Material purchasing and expediting
- Value engineering design and proposals.

- Contract document distribution to jobsite, vendors, subcontractors
- Visits project sites to monitor progress conformance to plans and standards
- Other duties as assigned by the Project Manager.

**TEAM MANAGEMENT & DEVELOPMENT:**

- Assist the Superintendent with all tasks related to the job startup and mobilization.
- Collaborate cross-functionally with all departments and key functions.
- Able to maintain group morale and foster a strong team spirit environment.

**QUALIFICATIONS:**

- Four (4) year Engineering or Building Construction degree.
- Excellent written and verbal communication skills.

**TECHNICAL SKILLS:**

- Computer-based CPM Scheduling Programs
- Construction Management Software (Procore Preferred)
- Microsoft Office Product