PROJECT ENGINEER JOB DESCRIPTION

POSITION: Project Engineer

FLSA STATUS: Salary, Exempt Entry Level

POSITION SUMMARY

The function of a Project Engineer (PE) is to manage and support the field operations on various assigned projects. You will report to the Project Manager, but job one is to make sure the superintendent has the material, equipment, subcontractors and information needed to get the job correctly done on time, one time. In this function, the PE is responsible to understand and achieve the clients’ goals while protecting and promoting the interests of Venture in all matters and to take actions as required to satisfy responsibilities.

ESSENTIAL FUNCTIONS

ESTIMATING
• Visit the site to familiarize yourself with the site conditions.
• Prepare quantity takeoffs as required.
• Review front-end documents and understand the requirements expected of VGC
• Preparation of Bidders Lists; provide the list of qualified subcontractors, reviewed with Project Manager (PM) and Management.
• Issuing drawings and specifications to subcontractors for bid.
• Send bid invitations to selected subcontractors and vendors.
• Assist PM in writing instructions to bidders
• Review subcontractor bids for compliance to the contract documents, and identify any long lead items.
• When requested by the client, prepare a value engineering log and tracking.
• Prepare with the PM with our qualifications and assumptions for our bids and proposals.
• Prepare with the PM bid proposal or GMP proposal to the client.

CONTRACTS
• Read and understand all Owner Contract Requirements.
• Read and understand all Subcontract scope and requirements.

PURCHASING
• Prepare and issue purchasing documents (i.e.: Subcontracts, Purchase Order, Service Agreement, and Professional Service Agreement) with the PM for management signature.
• Ascertain that the subcontractor has current insurance coverage before they are allowed on the project site.
• Assist with the preparation a cost sheet for each project to maintain purchasing control
• Expedite any long lead materials if necessary or requested by the Owner.

PROJECT MANAGEMENT
• Assist and support the Project Manager with the project start up meeting.
• Coordinate the assigned work tasks, prepare the project schedule and maintain the project schedule throughout the project.
• Assist and support the Project Manager with the weekly Owner/Architect/Contractor meetings and prepare weekly meeting minutes.
• Conduct subcontractor coordination meetings for your assigned trades.
• Administer the contract for the project for your assigned trades.
  ▪ Monitor timely submission of Subcontractor Field Work Orders.
  ▪ Prepare Subcontractor/Vendor Modifications if necessary.
  ▪ See that billings to the Owner are per the contract terms.
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• Support field in expediting schedule, completion of field paperwork, expediting materials.
• Maintain subcontractor relationships.
• Support Safety Program.
• Develop and transmit cost coded time sheet to superintendents.
• Copy superintendent on bidder instructions, Original Estimate, and Schedule.

FINANCIAL
• Prepare the monthly Cost Report for all projects with the Project Manager and Accounting, track and project profitability.
• Assist superintendent in managing and tracking all field costs and expenditures, including future projections.
• Prepare the monthly Cost Report for all projects with the Project Manager and Accounting
• Track all subcontractor and vendor invoices for timely payment for your assigned trades.

PROJECT CLOSE OUT
• Attend and setup punch list walk-through with Architect. Compile the punch list and forward to all subcontractors.
• Chair job close out organization meeting
• Provide required close out information to the client at the end of the project (record drawings, O&M, warranties)
• Assist PM to make sure the project is 100% closed out in Accounting.

MARKETING
• Be constantly alert for future work with the Client.
• Sell Venture GC services for Service Contract work.
• Keep the Client’s best interests in mind.
• Work with the all stake holders in the project to safely deliver a quality project on budget, and on schedule. Remember the stake holders are many Architect, Engineers, Building Manager, Banker, Subcontractors, Tenants, and Owner’s Representatives could lead to future work with another client.
• Other duties as assigned.

AREAS OF RESPONSIBILITY

• Establish good working relationship with other team members.
• Foster positive communications and relationships with team members, management, vendors and clients.
• Keep up to date on industry trends and developments.
• Adhere to company policies and procedures.
• Actively participate in meetings as requested.

QUALIFICATIONS

• College degree in construction management or relevant field. Years of experience in a similar or related position will be considered in lieu of degree.
• Strong knowledge and understanding of construction field.
• Ability to work in an office environment as well as in the field as requested.
• Intermediate to advanced skill level in Microsoft Office products including Outlook.
• Ability to learn company specific software as needed or required.
• Prior experience in construction or relative field preferred.
• Proven track record working with people, teams and projects.
• Ability to work independently, within a team and in a diverse workforce.
PHYSICAL REQUIREMENTS

- Frequent standing, walking and sitting.
- Frequent lifting and carrying up to 10 pounds.
- Occasional lifting and carrying up to 20 pounds.
- Must be able to work at computer or desk area for extended periods of time.
- Must be able to use a computer and see color.