



Job Description

Job title	<i>Commercial Project Engineer</i>
Reports to	<i>Director of Commercial and/or Project Manager</i>

Job Purpose

The Project Engineer will be the primary and lead engineer on several projects across the Commercial Division: providing support in construction activities by engaging in project controls, purchasing, scheduling, assisting the project manager in expediting material deliveries, estimating/pricing change orders, and reviewing submittals. Additionally, serving in the role as a job-site leader in health and safety, quality of reporting and workmanship, and that all engineering work is completed in a professional and ethical manner.

Duties and Responsibilities

- Review plans and specification of upcoming work for accuracy, completeness and constructability. Submit RFI's (requests for information) and/or alternate products for to client and engineer of record in accordance with the project schedule to maintain progress in field
- Document control – Logging and tracking plan changes, ensuring execution teams have the correct most updated plans and that the work is being constructed in accordance with the contract documents
- Reviewing plans and specifications to determine material requirements (quantities and qualities), pricing of materials, etc.
- Order, schedule and work with suppliers as required facilitating the handling and expediting of material deliveries
- Assist in interpretation of drawings and specifications for field crews and craft supervision
- Perform quantity calculations by taking measurements and determining percentage of completed/installed materials and work
- Review reinforcing, post tensioning, mix design and formwork submittals from vendors and subcontractors for accuracy and completeness based on the project design documents
- Build and maintain submittal logs for all assigned projects with submittals dates in accordance with project and contractual requirements
- Manage and coordinate timely submission of submittals from vendors and suppliers in accordance with the project submittals log
- Fully understand estimate(s), contract documents and project scope of work.
- Assist in preparation of purchase orders and subcontracts, performing minor solicitations and purchasing as requested
- Assist in the maintenance of basic project recordkeeping and correspondence functions including daily reports, photographs, requests for information (RFIs), and memorandums
- Assist with entering data into the job cost system and participate in reviewing cost reports with jobsite management
- Assist in generating change orders and as-built data to be reviewed by the Project Manager

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in a construction-related field of engineering
- Experience with leadership in some capacity
- Ability to freely access all points of a construction site in wide-ranging climates and environment
- Highly motivated, with a demonstrated passion for excellence and taking initiative
- Strong work ethic, willing to do what it takes to get the job done right the first time
- Demonstrated commitment to ethics and integrity
- Passion for safety, with the ability to help us ensure that nobody gets hurt
- Strong interpersonal, written, and verbal communication skills
- Team player with the ability to work independently to meet deadlines, goals and objectives
- Strong organization, time management, and attention to detail
- Must have a valid Driver's License and a clean driving record

Physical requirements

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

- No direct reports