



## **PROJECT ENGINEER**

The Project Engineer has the responsibility of assisting the Project Manager or Estimator. He reports to a supervising Project Manager.

### Core Responsibilities

- Preparing complete, accurate and timely submittal logs.
- Accountable for receiving approved submittals from A&E.
- Manage RFI's logs and distribute responses.
- Assist project team in managing punch list.
- Assist Project Manager by preparing all necessary back up relating to change requests.
- Responsible for timely completion of all required project close-out documents per contract.
- Distribute contract documents to subcontractors.
- Schedule all required construction meetings with required personnel, subcontractors, architects and owners.
- Take accurate and complete meeting minutes and distribute.
- Attend Owner/Architect pre-bid, project and closeout meetings.
- Solicit subcontractors and suppliers for proposals.
- Prepare correspondence with Owner, Architect, Engineers, Subcontractors, Suppliers, etc.
- Proactively manage project to achieve quality, schedule, budget and safety.
- Maintain customer relations and conduct project meetings.
- Perform quantity take off's.

### Core Competencies

- Must be a leader.
- Possess strong negotiation, organizational and problem-solving skills.
- Display strong written and oral communication skills and employ effective listening skills.
- Strong ability to problem solve and make decisive decisions in a timely and efficient manner.



- Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.

#### Education

- 4-year college degree preferred but not required.

#### Personal Profile

- Self-starting, highly motivated and goal oriented individual.
- Excellent attention to detail with emphasis placed on quality.
- Very organized with a systematic approach to achieve tasks and goals.
- Well-developed interpersonal skills, including the ability to work with diverse personalities.
- Passionate about construction.
- Professionally and technically competent.
- Ethical, ambitious, confident and assertive.
- Analytical with the ability to examine issues from multiple viewpoints.
- Friendly and out-going in social environments.
- Works easily with others.