

JOB DESCRIPTION – PROJECT ENGINEER

This job description is not intended to be an exhaustive list of all skills and working conditions. It is intended to be an accurate reflection of those principal job elements essential for the performance of the job.

1. Assist Project Managers in performing basic project control functions including scheduling, cost estimating, reporting, material management, procurement support, site QA/QC, contract support and other duties as required.
2. Assist with subcontractor bid and/or budget pricing.
3. Prepare detailed construction schedule and timelines.
4. Apply for any building permit(s), including coordinating with the various jurisdictional agencies as required, i.e. Building, Fire, Electrical and Mechanical, Public Works, Bay Area Air Quality Management District.
5. Generate submittal schedules and maintain submittal record.
6. Review submittals for compliance with plans and specs.
7. Track and manage project costs.
8. Submit and coordinate RFI's.
9. Review and analyze scope of work revisions (plans and specs) and generate a Change Event record for all subs affected by proposed revision. Secure, review and approve cost from sub(s) and submit cost proposal to client. Upon written approval from client submit formal Change Order request.
10. Issue subcontractor CO's.
11. Liaison between the Project Manager and Superintendent and between Project Manager and subcontractors.
12. Preparation and resource forecasting for all technical activities related to project.
13. Prepare and maintain project schedules and forecasts.
14. Provide all close out documents:
 - “as built” drawings
 - final punchlist sign off
 - permit cards and drawings with “final” sign off from all jurisdictions
 - final air balance report

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

1. Ability to manage multiple tasks within multiple projects.
2. Strong communication, organizational and interpersonal skills; problem solving techniques; ability to take direction.

3. General understanding and ability to use project scheduling software and methodology; Microsoft Project.
4. Familiarity with contracting procedures, project contracts, engineering practices, and construction techniques.
5. Passion for learning; desire to become a member of a strong and dynamic team.