

# Job Description

## Project Engineer

### Main Goal

To implement necessary administrative activities as required for the efficient execution of a contract. To assure that on-site administrative procedures are consistent with Company- wide practice.

### Responsibilities, Authorities, and Key Result Areas

- Maintain accurate records of all contract changes and internal contract adjustments including, but not limited to, the maintenance of executed work orders, backcharges and other instruments documenting such changes.
- Process requests for Changes to the Contract, under the direction of the Project Manager, in accordance with Company procedure.
- At the direction of the Project Manager and Contract Administration, create purchase orders consistent with the terms and conditions contained in the subcontractor bids, contract documents, industry practices and applicable Company policies.
- Maintain a current CPM Schedule at the construction site at the direction of the Project Manager.
- Maintain orderly documentation of all activities including submittals, requests for information, contract changes, schedule correspondence, material and equipment logs. Verify all logs are accurate and up to date on a weekly basis.
- Assume the accurate and timely preparation of all internal and external reports as required by Company management and the contract documents.
- Supervise the Project Clerk, if applicable.
- Notify subcontractors' of work schedules at the direction of the Superintendent.
- Schedule equipment and materials as reviewed with the Project Superintendent.
- Expedite and verify delivery of critical items including; submittals, materials, and costs.
- Perform clerk duties when clerk is not assigned.
- Maintain record documents.
- Process all closeout information.
- Monitor and complete compliance items.

- Generate administration reports

**Reports to:** Project Manager

**Qualifications:**

- Basic knowledge of the construction industry.
- Awareness of technical terminology
- Understand the sequence of construction.
- An understanding of fundamental business activities and procedures.
- Effective oral and written communication skills.
- Degree in Construction related field
- Perform Clerk duties when a clerk has not been assigned to the project

**For Employment Consideration**

Please forward your resume and cover letter via email or mail to:

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Mail:

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