

Bovis Lend Lease, Inc.

Standard Position Description — Project Engineer



Position Title	Project Engineer	Exempt	X
Reports To	Assistant Project Manager, Project Manager or Superintendent	Non-Exempt	
Functional Area	Operations		

Job Summary

The Project Engineer is primarily responsible for aiding the project staff in the preconstruction and construction stages of a project. The Project Engineer is responsible for assisting the Project Manager and/or Assistant Project Manager with the daily management, supervision, coordination and successful completion of the project(s) to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding and contract administration functions.

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

- Contact subcontractors and suppliers for purposes of bid solicitation. Evaluate less complex Subcontractor bids, aid in pricing alternates, and initiate value-engineering alternatives.
- Be knowledgeable of the permit process and occupancy requirements.
- Be stationed at the project site or otherwise as deemed necessary by the Project Manager.
- Oversee the set-up of job files.
- Assist the Superintendent with determining material handling and storage logistics.
- Assist the Project Manager in the preparation of purchase orders, subcontracts and change orders.
- Post contract change orders to current drawings.
- Review shop drawings, samples, catalog data in accordance with plans and specifications, scope, installation procedures, site considerations, and in regards to coordination with other trades.
- Prepare, expedite and monitor logs for tracking shop drawings, contract documents, submittals, request for information, change orders and other as determined necessary for a successful project.
- Monitor job progress with Project Manager and Superintendent for schedule updating.
- Prepare project schedule with assistance from Project Manager and Superintendent and maintain on a weekly/monthly basis.
- Coordinate Owner Furnished Equipment and Systems delivery and installation with project staff.
- Check Subcontractor applications for payment in coordination with project staff.
- Expedite and document Owner and Architect decisions and approvals.
- Become familiar with internal cost accounting methods and software.
- Maintain and review status of all project-related correspondence (i.e. field reports and RFI responses).
- Assist in the management of the punchlist process.
- Obtain all closeout materials from subcontractors and suppliers including guarantees and warranties, as-builts, final pay applications, lien releases, Operations and Maintenance Manuals, and coordinate Owner Training of Equipment.
- Become familiar with Prolog and database software programs.
- Assist with preparing the job start-up and closeout checklists.
- In coordination with the Project Manager, generate all project meetings minutes.
- Possess working knowledge of all project plans, specifications, contract with Owner, subcontracts, purchase orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-builts.
- Support and implement the company's Project Quality Planning processes.
- Actively participate and/or lead post-bid, buyout, O/A/C, coordination, lead team, subcontractor, staff, scheduling and post-mortem meetings.

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- Familiar with all Policies and Processes as it relates to this position.
- Actively participates on internal team(s) that focus on continuous improvement of the business.

General Background and Minimum Requirements

- Preferred 4-year degree in an accredited construction related curriculum (BSCE, BSCM, BSAE, etc.) or experience equivalent to a 4-year degree.
- Preferred professional development experience through a formal cooperative education program or internship.
- Ability in these areas: interpersonal skills, computer skills, ability to communicate both written and oral.
- Knowledge of basic PC-based programs including scheduling, spreadsheet, and database applications.

Working Conditions

Standard Office Environment	75 % of time
Travel Required	% of time
Lifting Required	% of time
Continuous Standing	% of time
Exposure to Chemicals	% of time
Exposure to Loud Noises	% of time
Others (describe)	25 % of time

Jobsite visits required; must be able to inspect jobsite including climbing ladders, cluttered areas, working in bad weather, hazardous areas, dark conditions, etc.. to view the progress of construction.