



JOB DESCRIPTION

Job Title:	Project Engineer
Reports to:	Vice President/General Manager (VP/GM)
Classification:	Non-Exempt

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Job Summary: Responsible for assisting in Estimating/Preconstruction, Project Management, and/or Field Supervision in areas such as bidding, proposal development, scheduling, project management, cost management, and field supervision.

Essential Duties and Responsibilities:

The Project Engineer may be involved with performing the following duties and responsibilities.

- Perform a review of all contract document provisions; assist in review of design documents for compliance to specifications and contract, subcontract documents for scope completeness, and project plans, scopes, submittals and shop drawings for specification compliance and design/constructability issues.
- Assist Project Manager and/or Superintendent with review of project proposal to determine time frame, budget, procedures, staffing, allotment of resources, and project schedule.
- Assist Estimating/Preconstruction with the following:
 - Prepare Invitations to Bid (ITBs) and solicit competitive trade proposals.
 - Development of estimates.
 - Perform quantity take-offs.
 - Proposal development.
- Assist Superintendent with the following:
 - Job site start-up.
 - Develop and maintain schedules.
 - Through use of Prolog, assist with completing accurate daily reports (including weather and subcontractor manpower reports), producing and filing project photographs, safety logs, equipment rentals, and cost coding.
 - Coordinate Subcontractors.
 - Perform, verify, and maintain punch list.
- Assist Project Manager with the following:
 - Issue monthly payment applications (e.g., percent complete of each activity).
 - Prepare and maintain master cost breakdown, learning cost control methods.
 - Prepare notices to the owner in case of damages, delays or changes.
 - Prepare progress and final payment requests.
 - Report quantities for cost accounting.
 - Requests for Information (RFI's).
 - Project close-out, including securing warranties, guarantees, and acceptance of work, sub contract and vendor close, and records retention.
- Participate in applicable monthly project reviews, project meetings, corporate meetings and forums.

- Other duties as assigned.

Note: The Project Engineer is not permitted to operate heavy construction equipment/vehicles, such as bulldozers, grading equipment, etc., or to perform subcontractor trade work already assigned to a subcontractor. In addition, the Project Engineer is not permitted to perform any electrical, mechanical, or plumbing work or any other trade work where a license is required (unless licensed and unless not already assigned to a subcontractor).

Safety:

- Comply with all safety policies, report suspected safety concerns, make recommendations for enhancements to the safety program, and visibly support and uphold the company's strong safety culture.
- Assist in ensuring all construction activities are conducted in a safe, clean and orderly working environment and ensure job site compliance with the Injury and Illness Prevention Program (IIPP), including addressing job site issues and documentation of any IIPP events in adherence with the Company's IIPP manual.
- Remain current in all company required safety training and certifications.
- Acknowledge and celebrate safe behaviors and actions of others.

Personal:

- Understand and work within the accepted ethical standards of the company.
- Proactively support and encourage diversity on projects and team. Visibly support and promote fair and equal treatment and opportunity for all.
- Remain current in all company required training and certifications.
- Stay abreast of changes in the industry, best practices, and other industry information by appropriate reading, meetings, conferences, networking, etc.
- Continuously find ways to take on challenges, increase skills and capacity, and improve knowledge and performance.

Education, Experience, and Licensing/Certifications:

- Degree in Construction Management, Engineering or related field.
- 1-2 years of experience as a Project Engineer, or similar position, with a construction general contractor is preferred.
- An equivalent combination of education and experience will be considered.
- Valid State-issued driver's license and satisfactory driving record and vehicle insurance which meets Alston Construction liability coverage requirements.
- OSHA 10-hour Safety Certification will be required for office Project Engineer positions and OSHA 30-hour Safety Certification will be required for field Project Engineer positions.
- First Aid/CPR Certification.

Knowledge, Skills and Abilities Required:

- Knowledge and understanding of construction operations.
- Ability to read and understand drawings, specifications, maps, surveys, mechanical and electrical sheets, project schedules, cost reports, and other construction documents; understanding of contract provisions which address scope of work and design criteria.
- Knowledge of estimating, construction costs and cost control procedures, and scheduling.
- Strong mathematical and analytical skills.
- Understanding of local, state, federal (including OSHA), and company safety and environmental regulations, codes, and requirements related to the construction industry.
- Ability to work well both independently as well as in a team environment.
- Working knowledge of all sub trades.
- Excellent skills in organization, time management, and prioritization

- Proactive and readily adaptable to changing conditions or demands and ability to work well under pressure and with tight deadlines.
- Effective communication skills (written and verbal).
- Professional demeanor and effective interpersonal skills; ability to successfully interface with and to maintain good working relationships with clients, co-workers, managers, subcontractors, vendors, and others.
- Proficiency in computers, Microsoft Project, Word, Excel and Outlook; knowledge of Prolog, MS Project, and/or Timberline preferred.

Physical Requirements:

- Frequently required to stand, walk, sit, stoop, kneel, crouch, climb, and reach.
- Occasionally required to crawl.
- Lift 50 lbs.
- Extensive reading from documents and computer. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Willingness and ability to work extended hours and flexible schedules, including evenings and weekends.
- Willingness and ability to travel frequently and for extended periods.

Work Environment

- The Project Engineer’s duties may consist of work both in the field as well as the office.
- Will be exposed to outside weather elements while in the field.
- May be exposed to loud noises, fumes, and/or airborne particles while in the field.
- While in the field, dress (including proper PPE), is conducive to a building construction environment.

ACKNOWLEDGEMENT:

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities. Additional duties may be assigned by the supervisor as required.

By signing this document, I acknowledge that my employment is for no specified period and constitutes at-will employment. As a result, I am free to resign at any time, for any reason or for no reason. Similarly, the Company is free to conclude its employment relationship with me at any time, with or without cause, and with or without notice.

I have received a copy of this job description and understand its contents.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Alston Construction is an Equal Opportunity Employer and complies with all federal, state, and local laws that prohibit discrimination, harassment, and retaliation based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, military or veteran status, marital status, sexual orientation, gender identity or gender expression, as well as any other category protected by applicable federal, state, or local laws. We expect all employees to maintain a respectful working environment. For additional information, please refer to the Alston Construction Employee Handbook or contact Human Resources.

