



Field Engineer 3

JOB DESCRIPTION

Version
11/01/2021

JOB PURPOSE

Experienced Field Engineer responsible for organizing, documenting, and communicating various project controls to help facilitate a safe delivery of the project in accordance with design, budget, and schedule. Proactively communicates and coordinates between the Andersen Field Team, Owner, Architect, Designers and Trade Partners.

REPORTS TO

Superintendent or Project Manager

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

LOCATION

Primarily Jobsite

- Ability to travel between the job site and Regional Office and other occasional business-related travel

QUALIFICATIONS AND TECHNICAL SKILLS

- 4-year college degree in Construction Management, Architecture, Engineering, or related field (preferred) or 4+ years of construction field experience
- Minimum of 4 years of project experience as Field Engineer
- Proficiency in Microsoft Office Suite and Bluebeam Revu
- Familiarity of with Procore / CMiC or other project management software
- Familiarity of Construction Management Nomenclature / Processes (RFIs, Submittals, CPM Scheduling)
- Familiarity with Microsoft Project and/or Primavera P6
- Understanding of multiple construction types and processes
- OSHA 30 Certification, Current First Aid / CPR Certification

PROFESSIONAL QUALITIES

- Embody and promote Andersen's Core Values
- Strong management, coordination, and organization skills
- Excellent communication skills – verbal and written
- Ability to perform as a leader and a team player
- An understanding of the business and ability to apply sound judgment efficiently based on synthesis of past experiences
- A good balance of technical and managerial skills
- Good analytical and decision-making skills

RESPONSIBILITIES

1. Safety

- Understands and is an advocate for the Andersen Safety Program
- Performs routine onsite safety inspections
- Assists Supt / PM with development of Site-Specific Safety Plan
- Attends / Leads onsite safety meetings
- Coordinates / documents Trade Partner safety adherence
- Conduct & ensure Trade Partner site specific orientations are being completed
- Participates in incident reviews

2. Quality

- Understands and promotes Andersen Quality Control Program (QMP)
- Coordinates QMP implementation with Trade Partners / Self-Perform Division
- Review reports from independent inspectors, city inspectors, and Owner walkthroughs and tracks deficiencies
- Participates in field layout verification
- Conducts onsite QMP inspections / documentation
- Coordinates construction / documentation of mock-ups
- Active participant of preinstallation meetings onsite
- Leads onsite QA/QC inspections and documentation
- Record lessons learned

3. Material / Equipment Procurement

- Active participant in submittal / shop drawings review process (logs, compliance, approvals)
- Assists with field verification of shop drawings
- Facilitates material procurement tracking and coordination based on schedule updates provided by Superintendent
- Coordinates material deliveries under the direction of the Superintendent
- Participates in staging / laydown yard coordination, organization, and phasing

4. Schedule

- Familiarity with project schedule and subsequent look ahead schedules
- Coordinates schedule communication with Architect, Designer and Trade Partners
- Review internal schedule updates with Superintendent
- Participates in progress tracking within the field
- Coordinates internal schedule updates with Superintendent
- Navigate and understand master schedule

5. Document Control / RFI's

- Facilitate generation of proactive RFIs with proposed solutions
- Coordinate communication of RFIs with Owner, Architect, Designer and Trade Partners
- Coordinate distribution and tracking of project plans, specifications and other pertinent field documents including record / as built drawings
- Assist in determining schedule impacts of ASI / RFIs and other Owner / Architect directed field changes
- Verify as-built record drawings on a regular basis with Superintendent
- Verify work in place is being conducted off current / approved drawings

6. Cost Control

- Review EWO's with Superintendent prior to PM signing
- Participates in material, equipment, and site services labor tracking
- Coordinates / tracks site services / temporary measures (General Requirements) budgets
- Aides in self-perform labor tracking
- Know the project budget and coding structure

7. Scope Management

- Review Trade Partner / Self-Perform agreements and scope clarifications
- Participate in coordination/ tracking of field work orders and extra work authorizations
- Coordinate Trade Partner / Self-Perform scope changes due to RFI / Change Orders / Owner & Designer Directives
- Field lead for SWPPP review and maintenance during construction

8. Closeout

- Lead participant in project closeout process
- Assists Superintendent with facilitating internal and Owner / Architect punch list process
- Conduct internal pre-punch walks with Trade Partners

9. Communication

- Actively coordinate between Trade Partners, Owner, Architect and Designers
- Participate in OAC, Trade Partner and Safety coordination meetings
- Assist with communication of impact to project neighbors
- Document construction progress and important conversations through photos, emails, etc. for Superintendent's use in daily reports
- Prepares field reports under the supervision of the Superintendent

10. Commissioning

- Facilitate and participate in commissioning process

PHYSICAL DEMANDS

Lifting < 25 pounds