



PROJECT ENGINEER 2

JOB DESCRIPTION

Version
11/01/2021

JOB PURPOSE

Experienced Project 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

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 2 years of project experience as a Project Engineer.
- Proficiency in Microsoft Office Suite and Bluebeam Revu
- Familiarity of with Procore, CMiC or other project management software.
- Familiarity of Construction Management nomenclature and processes (RFIs, Submittals, CPM Scheduling)
- Understanding of multiple construction types and processes.

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
- Perform routine onsite safety inspections
- Assist Project Manager & Superintendent with development of Site-Specific Safety Plan
- Attend onsite safety meetings
- Coordinate and documents Trade Partner safety adherence

2. Quality

- Understand and promote Andersen Quality Control Program (QMP)
- Assist Project Manager and Superintendent with onsite QA/QC inspections and documentation
- Coordinate QA/QC implementation with Trade Partners and Self-Perform scope
- Review reports from independent inspectors, city inspectors, and Owner walkthroughs and tracks deficiencies

3. Material & Equipment Procurement

- Actively coordinate submittal and shop drawings review process (logs, compliance, approvals)
- Assist lead Project Engineer and Superintendent with material procurement tracking and coordination based on schedule updates provided by Superintendent

4. Schedule

- Familiarity with project schedule and subsequent look ahead schedules
- Coordinate schedule communication with Architect, Designer and Trade Partners

5. Document Control & RFI's

- Organize, expedite, and manage RFI process
- 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 and as-built drawings

6. Cost Control

- Participate in project cost control and jobsite accounting practices
- Understand invoicing, purchase order, change order, and job billing process
- Review and assemble Trade Partner and Self-Perform scope change order requests
- Perform detailed take off and budgeting
- Have a general understanding of General Conditions and General Requirements and budget forecasting

7. Scope Management

- Participate in Trade Partner buyout, scope clarifications, and subcontract agreement generation (buyout)
- Participate in coordination and tracking of field work orders and extra work authorizations
- Coordinate Trade Partner scope changes due to RFIs, Change Orders, and Owner & Designer Directives
- Review and distribute subcontract modifications
- Understand Andersen's standard terms and Subcontracts & Purchase agreements

8. Closeout

- Coordinate project closeout process with Project Coordinators, Trade Partners, Owner, Architect and Designer
- Track Trade Partner closeout documentation: operation and maintenance manuals, equipment data, warranties and as-builts

9. Communication

- Actively coordinate between Trade Partners, Owner, Architect and Designers
- Participate in OAC, Trade Partner and Safety coordination meetings. Scribe and distribute meeting minutes

10. Commissioning

- Facilitate and participate in commissioning process

PHYSICAL DEMANDS

Lifting <25 pounds