



PROJECT ENGINEER 3

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 or Senior Project Manager

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

LOCATION

Primarily Jobsite

- Ability to travel between the jobsite 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 a Project Engineer.
- Experience Managing team of Project Engineers.
- Proficiency in Microsoft Office Suite and Bluebeam Revu
- Experience with Procore, CMiC or other project management software.
- Experienced in Construction Management Processes (RFIs, Submittals, Project Accounting and 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
- Excellent 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 and Superintendent with development of Site-Specific Safety Plan
- Attend onsite safety meetings.
- Coordinate and document 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 track deficiencies, and work through resolution with Trade Partners and Owner
- Work through QC item resolution with Trade Partners and Owner

3. Material & Equipment Procurement

- Actively leads coordination of submittal / shop drawings review process (logs, compliance, approvals)
- Lead the process for material procurement tracking and coordination based on schedule updates provided by Superintendent

4. Schedule

- Familiarity with project schedule and subsequent look ahead schedules
- Coordinates 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.
- Participate in 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
- Participate in coordination of General Conditions and General Requirements tracking and budget forecasting
- Participate in Owner change order review meetings

7. Scope Management

- Participate in Trade Partner buyout, scope clarifications, subcontract agreement generation (buyout)
- Participate in coordination and tracking of field work orders and extra work authorizations
- Coordinate Trade Partner scope changes due to RFI / Change Orders / Owner & Designer Directives
- Thorough understanding of Andersen's standard terms and Subcontracts and Purchase Agreements

8. Closeout

- Lead project closeout process with Project Coordinators, Trade Partners, Owner, Architect and Designer

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