

Employee:
Position: Project Engineer
Department: Operations / Project Management
Reports To: Assigned Project Manager

NATURE AND SCOPE

The individual assigned to this position is **accountable** for project support of operational procedures specifically construction activities as it relates to project documentation, monitoring and coordination in such a way as to ensure scheduled completion of the projects within established budget, time and quality standards.

The individual assigned to this position is **responsible** for preparing, soliciting, monitoring and coordinating administration functions as it relates to assigned projects to ensure the promptness and accuracy of the entire project administration documents.

This individual is also responsible to assist the Vice President of Operations in various capacities of managerial duties as determined by the Vice President of Operations.

This position reports to: Assigned Project Manager.

This position works with: Assigned Project Superintendent.

Reporting to this position is: Administrative Support.

Internally, this position interacts with Estimating, Accounting, Business Development, Field Personnel, and other support staff.

Externally, this position contacts owners, owner representatives, architects, engineers, trade contractors, vendors, and others who are associated with the assigned project.

PRINCIPAL ACCOUNTABILITIES

1.0 Leadership -

- 1.1 **Motivation:** Inspire and energize people to want to do their best in achieving goals, their mission, strategy and vision.
- 1.2 **Team work:** Cultivate, nurture and produce synergy through others to obtain a goal that is consistent with our core values.
- 1.3 **Integrity:** Consists of honesty, openness and reliability. The ability to follow through with “doing what you say you will do”!
- 1.4 **Change Agent:** Recognize the need for change and challenge the status quo to transform the business and personal abilities. Champion and/or Lead by Example expected change.
- 1.5 **Strategic Thinking:** Set clear direction and articulate how people fit into the picture and create a sense of purpose relative to achieving expectations, create competitive and breakthrough strategies while understanding future consequences for present choices and adapt to responses and tactics, shifting priorities and rapid change.
- 1.6 **Initiative:** Readiness and willingness to act on opportunities, pursues goals beyond what’s required or expected and takes bold steps to reach the goals potentials.

2.0 Management -

- 2.1 **Planning:** Analyze the project turnover documents, vendors, Contract Documents and logistics of the job site so as to prepare, collaborate and communicate with the entire project team in an effort to procure self performed materials, labor, equipment and sub-contractors to the jobsite in a sequence and order that demonstrates logic that is consistent with the project building cycle, project schedule and Owner/Project expectations, as well as identify, analyze and resolve anticipated obstacles. *Plan the work: Work the Plan.*
- 2.2 **Scheduling:** Conducts job progress meetings bi-monthly with superintendents, Project Managers, trade contractors, and suppliers to review scheduled project progress, performance, shop drawing requirements and material deliveries to ensure they are meeting commitments of any milestone and completion dates as set forth in the project schedule.
- 2.3 **Budget / Cost Control:** Conducts bi-monthly audits to assure the projects costs in labor, materials and job related overhead components are trending within the projects budget set forth and turned over and accepted by the Operations Department while managing those components against profit gain / loss.

- 2.4 **Collaboration:** Reinforces a working relationship with managers, supervisors, superintendents, fellow workers, architects/engineers and clients to encourage a cooperative environment and team effort approach for all involved to be successful both personally and professionally.
- 2.5 **Conflict Management/Resolution:** Identify and evaluate the critical elements of a situation; legitimize opposing frames of reference; to make correct inferences from data; to specify alternative courses of action that seek a “win” – “win” solution.

3.0 Operations -

- 3.1 **Company Process:** Understands and utilizes the Project Management Procedures Manual including applicable forms associated with a project according to the policy and procedures set forth in the department.
- 3.2 **Contract Documents:** Analyzes specifications and drawings to determine project related scope and contractual obligations based on project requirements.
- 3.3 **Project Start-up:** Initiates start-up protocol and procedures in accordance with the Project Requirements and Project Management Procedures Manual.
 - 3.3.1: Exhibit C
 - 3.3.2: Submittal Log(s)
 - 3.3.3: Letters of Intent
 - 3.3.4: Contracts and Purchase Orders
- 3.4 **Project Tracking:** Generates and manages project reporting logs to maintain schedule and procurement of materials to the jobsite in accordance with the contract requirements and project schedule.
 - 3.4.1: Daily Reports
 - 3.4.2: ASI's / ESI's / PR's
 - 3.4.3: Proposed Changes (PC's)
 - 3.4.4: Request for Information (RFI's)
 - 3.4.5: As-built's (updates)
- 3.5 **Project Closeout:** Takes part in project close-out, prepares and updates pre-punch lists, secures warranties, guarantees, operating and maintenance manuals and any other documentation which may be required under the terms of the contract documents and accordance with the standard operating procedures.
- 3.6 **Safety:** Promotes, reinforces and monitors the Corporate Health and Safety Management Program routinely to assure that all project participants are actively involved and adhering to the policies and procedures set forth for each specific project while establishing and reinforcing the corporate safety mindset.

3.7 **Client Focus:** Collaborates with project Owner and Architect to attain constant expectation requirements and report to project team accordingly as to maintain a “Client Focused” atmosphere that is in line with THG’s “Client for Life” basis of values.

4.0 **Administration** – Comprehension and application of Corporate Software.

4.1 Comprehension of the software applications listed below and the ability to produce output that is logical and consistent with the managerial and operations tasks listed within this position description.

4.1.1 **Expedition (PM Software):** Preparation of contracts, Requests for Information, Schedule of Values, preparation and adjustment to monthly billings.

4.1.2 **P3 Scheduling:** Preparation of bar chart schedules by utilizing logic such as: predecessors, successors, constraints, float and lags.

4.1.3 **Timberline Accounting:** Job cost accounting report, cost spreadsheet, aging report, labor productivity report.

4.1.4 **Microsoft Office Applications:** Word, Excel, Office, Power Point.

4.1.5 **AIA Contract(s):** A401, A121, A111.

5.0 **Business Relations**

5.1 **Corporate Citizenship:** Cultivates business relationships through active membership in professional associations, civic organizations, or community groups consistent with our Business Development program, corporate citizenship strategy and established departmental and personal expectations over a specific timeline.

5.2 **Business Development:** Cultivates new relationships with clients, vendors, others, to nurture future partnerships.

5.3 **Contact Management Program:** Communicates Business Development information for all contacts in your respective “Relationship Program” to all appropriate personnel for timely update to the data base in accordance with the established program.

6.0 Special or Infrequent Activities

- 6.1 Reviews own performance with Project Manager, formally semi-annually and informally periodically to identify and determine performance strengths and weaknesses so that developmental action can be taken by both the employee and the organization.
- 6.2 Reviews subordinate personnel performances at mid-point and end of project to identify strengths and weaknesses and enable developmental action by the employee and Company.
- 6.3 Participates in a minimum of one learning activity as offered by The Hagerman Institute annually.

The above description provides the general details considered necessary to depict the principle functions of the position, and shall not be construed as a detailed description of all work required that may inherent in the job.