

# Plote Construction Inc.

**Position Title: Project Engineer**

**Department: Project Management**

**Reports to: Senior Project Manager**

**Exempt**  **Non-Exempt**

**I. Primary Function:** The project engineer is an entry level position that serves as a kind of middleman between the client, the construction project manager, the job superintendent, and the many subcontractors to make sure a construction project proceeds safely, accurately and smoothly.

**II. Major Duties and Responsibilities:**

- Works with Project Manager or Sr. PM, Project Superintendent and Subcontractors to collect information to then produce and distribute the Daily Project Schedule
- Works with Project Manager or Sr. PM, Project Superintendent and Subcontractors to collect information to then produce and distribute the Weekly 3-week Lookahead Schedule
- Works with Project Manager or Sr. PM, Project Superintendent and Subcontractors to collect information to then produce and distribute the long term Detailed Progress Schedule
- Using schedule to update material needs and communicate those needs to suppliers.
- Reviews the plans and specifications to determine basis of payment and method of measurement to ensure accurate cost coding of labor, equipment, material and hauling costs.
- Process submittals, schedules, quantity takeoffs and pay estimate data
- Collect and review daily trucking logs and material summaries
- Collect and review material tickets from the field
- Assist job superintendent in completing daily time in the field by reviewing timecards to ensure accurate quantity and cost code information is included.
- Assists Project Manager or Sr. PM as required to prepare for meetings.
- Reviews, codes, and approves invoices
- Reviews job cost reports with PM/Sr. PM and Job Superintendent
- Assists PM/Sr PM in preparation for weekly subcontractor and progress meetings.
- Attends weekly subcontractor and progress meetings. Takes meeting notes.

**III. Additional Responsibilities:**

- Includes various duties and responsibilities as determined and assigned by supervising PM/Sr. PM.
- Be on call in winter to supervise snow removal operations outside of working hours when required.

**IV. Required Skill/Knowledge**

- Basic ability to read and interpret Construction Plans and Specifications
- Detailed, organized, accurate
- Proficient in Microsoft Outlook, Excel, Word
- Strong verbal and written communication skills
- Self-directed and motivated

**V. Preferred Skills/ Knowledge:**

- At least one internship/job in heavy highway construction
- Microsoft PowerPoint, Access
- Bluebeam Revu
- Oracle P6
- Viewpoint Vista
- HCSS Heavy Bid and Heavy Job
- GPS survey training

VI. **Education Level / Required Certification:** Degree in Civil Engineering, Construction Management, General Engineering, or equivalent related experience. PMP certification is a plus.

VII. **Problem Solving:**

VIII. **Internal/External Contacts:**

Internal: Must communicate daily on the phone or in person with PM/Sr. PM and Job Superintendent regarding work progress, schedule, and cost tracking. Communicates weekly with Project & Contract Administrators regarding pay estimates, change orders, project administrative deliverables.

External: Communicates daily on the phone or in person with owners reps, inspectors, Resident Engineers or Construction Managers, subcontractors and suppliers regarding schedules, payment and issues.

IX. **Supervisory Responsibility/ Authority to:**  
No direct reports.

X. **Promotional Opportunities:** Project Manager, Project Superintendent

XI. **Job Share** Yes  No

XII. **Additional information:**

**Approvals:**

**Team Member** \_\_\_\_\_ **Date**\_\_\_\_\_

**Department Manager** \_\_\_\_\_ **Date**\_\_\_\_\_

**Human Resources** \_\_\_\_\_ **Date**\_\_\_\_\_