

**Title:** Project Engineer

**Reports to:** Project Manager/Director of Project Management

**Loeffler Core Values**

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built”. Integrity Built means always doing the right thing for our clients, our staff and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

**Summary of Position**

The Project Engineer is responsible for planning, coordinating, scheduling, as well as, supervising and monitoring, on-site construction engineering activities for a project. Timely and accurate performance in fundamental, routine construction-related tasks for both project management and field construction activities are included. Performing tasks in preconstruction, estimating, safety, budget and project closeout will be required.

Developing relationships with Owners, architects, and developers is paramount. Business Development requirements include, researching leads, meeting with potentials clients, attending networking events, writing proposals and performing at a level that produces repeat work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending on the size and/or scope of the project the Project Engineer will be responsible for assisting the Project Manager in all of the following:

- Support the oversight and management of multiple projects from preconstruction through closeout/warranty period.
- Assist Pre-Construction team with pre-construction activities and assignments, including estimates.
- Review all contract documents and site conditions to determine appropriate means, methods and techniques.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Prepare detailed schedules (including Pre-Con, Procurement, Construction and Close-out). Monitor and update schedules on a weekly basis. Utilize look-ahead schedules and collaboration with team.
- Anticipate client needs, document, and track progress with regular communication.
- Assist in preparation of draft Contracts, negotiate changes and additions with Architects, Consultants, Clients, Suppliers and Subcontractors.
- Manage subcontractor performance.
- Support the development and implementation quality control programs.
- Provide detailed tracking and review of cost backup, set-up adequate contingencies, and account for allowances and contingencies monthly.
- Assist in preparation of monthly progress and final payment requests to the Owner and other entities.
- Prepare Agendas and run Progress Meetings, Owner/Architect Meetings, Subcontractor Pre-Installation Meetings. Accurately document meeting discussions and distribute Meeting Minutes within 48 hours.
- Ensure a safe working environment on jobsites and in the office.
- Prepare timely notices to the Owner in the event of damages, delays or changes.

- Familiarize yourself with Owner's Contract regarding provisions in respect to retainage, reimbursable provisions, savings clauses, etc.
- Provide technical support for resolution and tracking of project issues.
- Manage all project document control within Procore.
- Process submittals and RFI's. Work with Site Superintendent to determine tasks requiring prioritization.

### **Business Development**

- Begin build relationships with existing and prospective clients.
- Actively engage in appropriate industry and trade associations.
- Provide exceptional service to existing customers to promote repeat business.

### **Education**

Requires a Bachelor's degree in Construction, Engineering, Architecture or related field. Emphasis estimating preferred.

### **Skills, Abilities and Qualifications**

- Excellent interpersonal communication skills, attention to details, and organizational skills.
- Working knowledge of SmartBidNet and Procore is desirable.
- Advanced knowledge of Microsoft Office Suite.
- Self-starter with strong multi-tasking and follow-up skills.
- Strong ability to read, analyze and interpret plans and Specifications.
- Good judgment, logic, and ability to learn new things quickly.
- Ability to pass a criminal background check.

### **Certificates, Licenses, Registrations, Transportation Requirements**

- A valid driver's license and acceptable driving history is required.
- Must have reliable transportation for use during work hours.
- OSHA 30 Hour Certification or ability to obtain within one year.
- Willingness to obtain LEED AP or equivalent.
- Prefer First Aid/CPR/AED Certification through Red Cross.
- Willingness to obtain SWPPP Certification.

### **Physical Demands**

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves sitting for extended periods of time while working at a computer terminal. Employee must be able to communicate effectively in a typical office environment with a standard level of office noise. Occasional standing, bending, walking and minor lifting is also required.

Employee will be required to visit construction jobsites, which may expose the employee to dirt, dust, uneven surfaces, outdoor weather conditions and extreme temperatures. In addition, employee must be able to move around prospective or current project sites. This includes climbing ladders, scaffolding, walking on uneven surfaces, walking long distances, and climbing stairs. Noise will typically be moderate.