

Title: Project Engineer	Full-Time Hours: 8:00 am – 5:00 pm
	FLSA Status: Exempt
Objective	
To work directly under the counsel of the Project Manager and Superintendent to fulfill all duties as described in this job description.	
Responsibilities	
<p>Completing all submittals for project.</p> <p>Preparing and distributing the project operations and maintenance manuals at close out.</p> <p>Assisting the Project Manager in writing RFI's, Back-Charges, and Change Orders.</p> <p>Monitoring sub-contractor agreements and noting problems and providing explanations.</p> <p>Assisting in identifying problems or potential problems as they relate to the organization of the job.</p> <p>Prioritizing tasks to provide a smooth flow of progress throughout the project.</p> <p>Overseeing the tasks and responsibilities assigned to employees and subcontractors.</p> <p>Making periodic visits to the project site.</p> <p>Assisting in all communication relating to the assigned project as most communication is in writing.</p> <p>Ability to work at different project sites around southern California.</p> <p>Meet deadlines and work under time constraints.</p> <p>Write RFI's and implement the answers.</p> <p>Maintain project files.</p> <p>Expedite material (material take-off, ordering, tracking, and backorders).</p> <p>Maintain a Submittal Log.</p> <p>Maintain Daily Reports.</p>	
Requirements	
<p>Plumbing experience, project engineer experience or education totaling 3-5 years. Must have a working understanding of construction documents (ie. architectural, structural, plumbing, mechanical, etc.). Experience in scheduling and an understanding of construction/plumbing is a plus.</p>	

Proficient in Word and Excel.

Excellent communication skills, both written and verbal. Ability to work for different project managers and foremen. Ability to communicate with project personnel (ie. General Contractor, Project Manager, Foreman, other trades, inspector, etc.)

Ability to work independently on given tasks as well as in a team environment to ensure completion of all tasks.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.