# PROJECT ENGINEER JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION:</th>
<th>Project Engineer</th>
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<tbody>
<tr>
<td>FLSA STATUS:</td>
<td>Salary, Exempt</td>
<td>Entry Level</td>
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## POSITION SUMMARY

The function of a Project Engineer (PE) is to manage and support the field operations on projects. You will report to the Project Manager, but primary responsibility will be to ensure the foreman and crew have the materials, equipment, and information necessary to complete the job. And as an extension of the Project Manager, the PE is ultimately responsible for understanding and accomplishing the customer’s goals while protecting and promoting the interests of Concrete Restoration, Inc. in all matters.

## ESSENTIAL FUNCTIONS

### ESTIMATING
- Visit the site to familiarize yourself with the site conditions and scope of work.
- Prepare quantity takeoffs as required.
- Assist Project Manager in review of contracts and proposals.
- Review specifications and scope of work.
- Prepare and distribute submittals.

### PURCHASING
- Manage project specific materials and equipment purchases including: sourcing, maintaining vendor relations, ordering and tracking deliveries, and receiving and processing invoices.
- Prepare and issue purchasing documents (i.e.: Subcontracts, Purchasing Orders, Service Agreements) with the Project Manager.
- Assist with the preparation of a cost sheet for each project to maintain purchasing control.
- Update software with new pricing as needed.

### PROJECT MANAGEMENT
- Support field in expediting schedule, completion of field paperwork, expediting materials.
- Support Operations and Project Manager with client communication regarding project schedules.
- Maintain customer relationships.
- Develop project specific Safety Programs in coordination with Safety Manager and Project Manager.
- Collaborate with project Foreman to prepare and submit Change Orders to the customer.
- Assist and support Project Manager by attending project meetings with General Contractor, Owner, Architect, and others.

### PROJECT CLOSE OUT
- Attend and setup punch list walk-through as needed; compile the punch list and forward to Project Manager and Foreman.
- Provide required close out information to the client at the end of the project (record drawings, O&M, warranties)
- Assist PM to make sure the project is 100% closed out with Accounting.

### MARKETING
- Be constantly alert for future work with the Client.
- Keep the Client’s best interests in mind.
- Other duties as assigned.
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AREAS OF RESPONSIBILITY

• Establish good working relationship with other team members.
• Foster positive communications and relationships with team members, management, vendors and clients.
• Keep up to date on industry trends and developments.
• Adhere to company policies and procedures.
• Actively participate in meetings as requested.

QUALIFICATIONS

• College degree in construction management or relevant field. Years of experience in a similar or related position will be considered in lieu of degree.
• Strong knowledge and understanding of construction field.
• Ability to work in an office environment as well as in the field as requested.
• Intermediate to advanced skill level in Microsoft Office products including Outlook.
• Ability to learn company specific software as needed or required.
• Prior experience in construction or relative field preferred.
• Proven track record working with people, teams and projects.
• Ability to work independently, within a team and in a diverse workforce.
• Ability to travel as needed.
• Ability to pass background check and drug test.

PHYSICAL REQUIREMENTS

• Frequent standing, walking and sitting.
• Frequent lifting and carrying up to 10 pounds.
• Occasional lifting and carrying up to 20 pounds.
• Must be able to work at computer or desk area for extended periods of time.