



JOB DESCRIPTION

JOB TITLE PROJECT ENGINEER		DATE 02/12/2016
BUSINESS GROUP DEVELOPMENT/CONSTRUCTION	ORGANIZATION DEVELOPMENT SITE	
POSITION REPORTS TO PROJECT EXECUTIVE	APPROVED BY SVP OF CONSTRUCTION	
REVIEWED BY <i>FOR HUMAN RESOURCES USE ONLY</i>	REVIEW DATE <i>FOR HUMAN RESOURCES USE ONLY</i>	
SALARY GRADE <i>FOR HUMAN RESOURCES USE ONLY</i>	FLSA STATUS <i>FOR HUMAN RESOURCES USE ONLY</i> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	

POSITION SUMMARY:

Provide construction management for specific property or project. This position includes supervision of both direct staff and contractors/subcontractors, all of which is necessary for the successful completion of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with architects, engineers, and decorators in coordinating and developing construction documents.
- Assists the Project Manager in writing scopes and buying out the project.
- Research, investigate, and propose new products and methods of construction, as well as value engineering.
- Submit plans and work with permitting consultant to obtain building permits from local municipalities.
- Maintains historical set of plans and specifications, documents RFI's on plans and specs.
- Coordinate, review, and distribute for approval all the shop drawings between contractor, architect, and building department.

- Review shop drawings and assures that subcontractors and suppliers have a full scope of work, that the building components fit into their respective places, the information shown on shop drawings noted “by others” are actually covered under another sub/suppliers scope of work.
- Prepares and maintains project photo log.
- Maintain permit and inspection logs.
- Prepares and maintains submittal, RFI, and shop drawing logs.
- Writes meeting minutes and assures that they are distributed.
- Distributes plans, RFI’s, and submittals to subcontractors.
- Assures that project close-out documents are maintained as the project progresses.
- Compiles and verifies costs for Change Order requests for review by Project Manager.
- Sends Requests for Proposals to subcontractors and suppliers generated from responses to RFI’s, marked up shop drawings, Construction Change Directives, changes in the work, etc.
- Verifies that proposals are in accordance with RFP’s.
- Assembles back charges, including photos, and assures that subs have been given timely notification of intent to back charge.
- Maintains As-built dates for project schedule.
- Assists with punch list and coordination.
- Assembles maintenance manuals, as-builts, and warranty documents for submission to Owner.
- Verifies with building department which shop drawings are to be on file in their office.
- Prepares and maintains Change in Condition log.
- Performs other duties as required. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.

FINANCIAL RESPONSIBILITIES

- Assist the Administrator with managing contractors’ requests for payment and assist accounting department as needed for bank submissions. Work with construction lenders engineering inspectors or representatives.
- Assist the management staff with obtaining cash projections from various vendors and consultants.

QUALIFICATIONS:

- High school diploma or general education degree (GED). Prefer Bachelors Degree in construction management or Engineering.

- Ten (10) years successful experience in the construction industry. A minimum of five (5) years in a position of Assistant Project manager or higher.
 - Excellent knowledge and understanding of South Florida Building Codes.
 - Florida General Contractors License, preferred.
 - Bilingual, English/Spanish preferred.
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KNOWLEDGE AND SKILLS:

- Possesses excellent communication and organization skills. Highly detailed.
- Ability to work well with all design, architectural, and engineering professionals.
- Adept at problem solving and creative thinking.
- Highly motivated and self-starter, able to take charge and make good decisions.
- Position required computer literacy.
- Must be able to sit, stand, walk, climb stairs, and ladders.
- Must use hands to feel, reach, grasp, handle, pull & push; dexterity in fingers.
- Must have good near and far vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to hear, talk, and smell.
- Noise level varies.

By signing below you are verifying that you have read all of the above and will abide by all points of the Job Description to the best of your ability.

Associate Signature

Date