



Project Engineer – Level I:

Job Purpose:

Support project management and the field in labor control, budgets, scheduling and procurement to ensure high job performance.

Primary Job Duties:

- Ensures the accuracy and timeliness of daily and weekly production reports. Assists in quantitative and graphical analysis of production data to identify critical issues for problem solving and productivity improvement.
- Assists with schedule development including labor breakdown activities and manpower loading charts to create a realistic schedule. Analyzes information to ensure the project meets or beats its schedule goals.
- Assists with job cost set-up by identifying work activities to establish labor and job budgets. Creates budget for job activities from original estimate.
- Conducts quantity take-offs to support the development and implementation of the purchase plan analysis. Works with purchasing department to ensure timely procurement and delivery of materials to job site by work packages.
- Performs equipment and material tracking.
- Proactively assists senior project manager, superintendent and project foremen with field layout details, coordination, critical path scheduling and production reporting
- Detailed engineering measurement, including pipe layout details, support and bracket detail sketches.
- Reviews and processes shop drawings, coordinates pipe/duct work with other trades and verifies field conditions for pipe routings.
- Re-estimates final designs.
- Coordinates submittal process and creates RFI's for project team.
- Conducts quantity take-offs material and labor pricing to ensure the accurate and timely development of change orders for the job.
- Coordinates punch list, close out, pay request and subcontractor coordination daily.
- Builds long term customer relationships by consistently meeting expectations and offering innovative solutions to clients.
- Provides consistent feedback and reports to Project Managers and key stakeholders.

Knowledge, Skills & Education Qualifications:

- Technical skills and education:
 - Bachelor's degree in mechanical engineering or related field.

- Generally one to two years experience preferable in productivity improvement and project management.
 - Must understand how to read architectural, structural drawings (Mechanical)
 - Must have strong Drafting skills with AutoCAD 14 experience.
 - Mechanical contracting experience, project management (assistant management) experience
- Personal and organizational skills include:
 - Strong communication skills (listening, asking questions, clarity in communicating to others.
 - Ability to work independently as well as in a team environment.
 - Personally organized - planning, follow through.
 - Able to multi-task and set priorities.
 - Detailed oriented.
 - Critical thinker.
 - Able to work with a wide variety of people – office and field.
 - Information gathering and data analysis – quantitative and qualitative.

Computer skills:

- Microsoft Office (Word, Excel, Outlook, Project)
- Suretrak
- Quick Pen