



Project Engineer – Level II:

Job Purpose:

Efficiently coordinate multiple trades and resources. Complete projects on schedule, meeting all the requirements and within budget to ensure profitability and customer satisfaction. Ensure a safe working environment for all employees.

Primary Job Duties:

Under the guidance of the project executive, manages all phases of assigned project(s) of moderate complexity.

- Foster customer relationships and work collaboratively with all internal and external groups to effectively and efficiently meet clients' needs.
- Conduct timely and complete turnover meetings to transfer information from those who estimated the project to those executing the project
- Direct the pre-planning process, accurately scope out length and difficulty of tasks and projects, develop schedules, anticipate and adjust for problems and roadblocks, and collaborate with project foremen to proactively resolve construction problems
- Set objectives and goals with specific measures
- Effectively detail plan to procure and coordinate materials, equipments, tradesmen, and subcontractors to maximizes project profitability
- Establish costs for labor equipment, materials, subcontractors and other direct job costs
- Proactively monitor costs and react to variations quickly; monitor labor reporting system to effectively control productivity; ensure financial success of project
- Ensure timely billings
- Manage project risks, including the development of contingency plans
- Recommend methods and/or improvements based on project needs and resource capabilities.
- Ensure job site employees maintain a safe work environment by conducting safety audits.
- Provide consistent feedback and reports to Project Executive and key stakeholders.
- Support senior project management with large/complex projects.

Knowledge, Skills & Education Qualifications:

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

- Generally, 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, labor production and procurement experience.
- Personal and organizational skills include:
 - Provides the information people need to know to do their jobs and make accurate decisions
 - Establishes and maintains effective relationships with customers and gains their trust and respect; dedicated to meeting the expectations and requirements of internal and external customers
 - Bottom-line oriented
 - Uses time effectively and efficiently; sets priorities
 - Strong communication skills (listening, asking questions, clarity in communicating to others.
 - 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, Access Database)
- Microsoft Project
- Suretrak
- Quick Pen