

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Project Engineer (PE)
Department:	Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the assigned Project Manager (PM). This position has no direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for providing support for all assigned activities and phases of a commercial construction project from conceptual development to final completion, usually through administrating, organizing, planning, scheduling, coordinating, and monitoring processes. On large projects, certain project management responsibilities may be delegated to the PE in accordance with one's level of experience, knowledge, skills, abilities, and other characteristics.

COMPETENCIES REQUIRED:

- **Design** - Assists the management of information flow as directed during the design process by coordinating with designers/architects, engineers, consultants and subcontractors. Assists in ensuring all preconstruction and design submittals are created, reviewed and submitted in accordance with the design and construction schedules. Assists in managing design opportunities through constructability reviews and cost management strategies such as the Add and Deduct list.
- **Project Costs** - Knowledge and understanding of the original estimate and project costs (phase codes/cost types). Demonstrates understanding of value driven decisions impactful to the project. Supports the PM in the development and ongoing maintenance (including identifying discrepancies) of the JC Cost Tracker and the VP Cost Projections. Ability to identify opportunities, risks and exposures.
- **Construction Knowledge** - Demonstrates a Technical aptitude and/or desire for learning and understanding means and methods of construction trades and materials knowledge. Utilize resources to enhance construction knowledge. Can assess and understand the status of work in the field and effectively communicate that information.
- **Change Orders**- Maintains appropriate knowledge of the RFP and subcontractor scopes in order to identify valid change order conditions. Understand client and internal change order process and forms.
- **Document Processing and Control** - Demonstrates organized, thorough and accurate processing and timely retrieval of documents. Ensures approved project document control systems support project strategies (i.e. version control and historical referencing) and are in compliance with RQ protocol.



- **Engagement with Safety** - Assists in developing, supporting, and implementing jobsite security and safety programs under the guidance of the Site Safety and Health Officer. Can identify potential safety hazards, suggest potential solutions for those hazards, and promptly reports to the SSHO.
- **Engagement with Quality Control** - Assists in developing, supporting, and implementing the project quality control plan and the three phases of control.
- **Material Management** - Assists in developing, supporting, and implementing the material management components of the project (submittals, procurement and delivery according to the project schedule), including compatibility with technical requirements (plans and specs).
- **Buyout** - Assists in the execution of the project's buyout strategy through scope development, analyzing subcontractor bids while ensuring coverage and compliance with project requirements, contract documents, support of the project schedule, and cost control (cost vs. estimate). Effectively tracks the status of Buyout utilizing the Project Buyout Status Log and carries efforts through with material management planning efforts.
- **Subcontractor Management** - Understands and holds subcontractor accountable to their contract scope and schedule. Helps to foster healthy relationships by building a high level of trust and respect among the subcontractor's field crews and home office management.
- **Viewpoint Expertise** - Demonstrates thorough understanding of Viewpoint PM and SL module (i.e. subcontracts, subcontractor schedule of values, subcontractor billing, sub/owner change orders, subcontractor compliance). Ability to generate and understand applicable Viewpoint reports and file appropriate attachments.
- **P6/Schedule Management** - Demonstrates understanding of the schedule fundamentals (i.e., schedule strategies, sequencing/logic, durations, critical path, impacts, float, etc.) in accordance with RQ scheduling protocol and systems. Demonstrates to the understanding of how to build, update and maintain a baseline schedule with input from the project team. If assigned by the PM, acts as liaison to the 3rd party project scheduler. Ability to generate and understand applicable P6 reports in accordance with project requirements.
- **Knowledge of Environmental Compliance** - Basic understanding of the project's environmental requirements. Assists with environmental management processes and understands external regulatory organization and processes.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with all project stakeholders. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains a humble self-confidence and professionalism.
- **Initiative/Leadership** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Completes required/assigned tasks without direction (as applicable). Takes initiative on the behalf of others. Seeks learning and leadership opportunities to develop technical and leadership skills.
- **Effective Team Member** - Works and communicates effectively with colleagues and project teams; developing effective working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences. Receptive to training, coaching, and direction and follows through appropriately. Exercises empathy and self-awareness and is fully committed to the success of the project and project team.
- **Communication** - Exercises flexibility, initiative, good judgment and discretion in communication with all stakeholders. Timely follow up to close communication loop.

Communicates clearly (verbal and written), listens effectively, comprehends written information and applies it to work situations; keeps others informed of necessary and factual information; navigates and resolves conflict effectively.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Conceptual and Preconstruction Phases – 20% of Time (Variable)

1. Implements document control process (e.g., RFI, etc.) for the project under the direction of the assigned supervisor, and maintains the process throughout the duration of the project, in Viewpoint.
2. Maintains thorough knowledge of project requirements, estimate, budget and structure tools to ensure use and application of throughout the project.
3. Assists PM with fulfilling design responsibilities, by facilitating flow of design information, documentation, and distribution, while developing an understanding of the design process.
4. Assists with reviewing and developing subcontractor scopes, as assigned by supervisor, and tracking the status of subcontracts (thorough knowledge of estimate).
5. Assists with managing the Add/Deduct or Clarification/Deviation list.^M
6. Assists with constructability reviews and quantity takeoffs.
7. Demonstrates a developing understanding of owner contract and subcontractor boilerplate requirements (FARs, subcontract exhibits, etc.).
8. Assists in tracking small business requirements.^M
9. Prepares and maintains a project directory of suppliers, subcontractors, consultants, and vendors.^M
10. Assists PM with all aspects of client billings and job costing.
11. Assists with obtaining project permits (building, environmental, air quality, access, etc.).^M

Field Construction and Close-out Phases – 80% of Time (Variable)

Project Management – Document Control/Tracking

12. Maintains intimate working knowledge of all assigned subcontracts, POs, consulting agreements, etc.
13. Assists QC Manager in updating record drawings, As-Builts, and RFIs on a regular basis.

14. Reviews assigned submittals for key strategy (LEED, customer, Risk, User, SB, procurement, etc.) and scope compliance for approval by the QC Manager or PM and distributes the reviewed submittals to the appropriate stakeholder(s).
15. Maintains and monitors long-lead items' tracking.
16. Assists the PM and Superintendent with leading, as directed, and learning production management for assigned project using appropriate systems (e.g., FPP or alternative tool).
17. Assists with tracking and updating the assigned project schedule (e.g., using CPM, short-term interval scheduling, and P6 software, etc.).
18. Assists the Superintendent with project mobilization/demobilization.^M

Job Costing

19. Remains current on subcontract status, GC's, purchase orders, and sub billings to support job cost tracking.
20. Supports the PM in comprehensive project job cost tracking.

Safety

21. Conducts daily site observations, with PM, Superintendent, Safety Officer, QC Manager, etc., to assist in monitoring compliance with building and safety codes, RFP, specifications and/or other government regulations, etc., recognize safety infractions, and take progress and special situation photos, etc.
22. Develops and maintains a current knowledge and application of safety requirements to assist in accident reporting, implementing procedures, and determining the impact of accidents or incidents on the project progress and ultimately, the company.

Quality Control

23. Leads the assigned portions of the submittal process (distributing, tracking, updating register, etc.) with the oversight of the PM and QC Manager.
24. Verifies that submitted materials meet contract specifications and plans prior to installation and ensures scope of subcontract is fully addressed under the direction of the QCM.
25. Assists QC Manager in organizing, preparing, and tracking of ongoing project inspection requirements.^M
26. Assists the QC Manager with executing the punchlist process.

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

27. If directed by the PM, leads project close-out (O&M, OMSI's Warranty Management Plans, etc.), tracking RQ Red Zone status, and implementation of all project requirements.
- Other*
28. Responsible for supporting project defined goals
29. Actively participates in project team meetings, using knowledge of project and appropriate tools to support all.
30. Assists the Superintendent in conducting production meetings.
31. Participates as an active member of the Corporate Operations team providing suggestions for process improvement in both design and construction.
32. Responsible for monitoring and initiating active steps forward in implementing individual Personal Development Plan (PDP).
33. Performs other duties as assigned and agreed upon with supervisor.^M

Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of building and construction materials, methods, systems, documentation, terminology, scheduling, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in design development and construction implementation and tracking.
- Knowledge of principles and processes for providing customer and personal services, including client (e.g., government, private, public, etc.), client needs assessment, meeting quality standards and communication for services, and evaluation of customer satisfaction.
- Knowledge of practical application of building engineering science and technology. This includes applying principles, techniques, and procedures toward the design and production of buildings and structures.
- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, and specifications to assist in communicating basic design details to internal stakeholders (e.g., demonstrates basic drafting skills).
- Knowledge of administrative and management principles involved in project planning, resource allocation, human resources modeling, leadership technique, production methods, constructive feedback, and coordination of people and resources.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in technical writing and correspondence.

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people, property, and structures.
- Knowledge of economic and accounting principles and practices, the analysis and reporting of financial data, the use of arithmetic and algebra and their applications to design and construction production.
- Knowledge of laws, legal codes, and government regulations to assist with compliance and regulatory practices.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of project structures.
- Demonstrates time management skills to facilitate the management of personal, team, project, and corporate objectives and initiatives.
- Demonstrates active listening and learning by giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.
- Demonstrates complex problem solving and critical thinking skills to facilitate alternative solution identification, implementation, and monitoring that is creative and original.
- Demonstrates to others public speaking and writing skills to convey information effectively and in a timely manner, whether individually or in group settings.
- Demonstrates coordination and monitoring skills, to assist in adjusting project actions in relation to others' actions and to assist in monitoring/assessing performance of oneself, other team members, or organizational members to make improvement.
- Demonstrates judgment and decision making skills in determining the relative costs and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design/build practices, and incorporating the implications of new information into design, documentation, construction, and close-out processes.
- Demonstrates social perceptiveness skills by being aware of others' reactions and understanding why they react as they do and incorporating those reactions into personnel management.
- Demonstrates systems analysis and evaluation skills to assist in determining how a system on a project should work relative to project goals and how corrective action, changes in conditions, operations, and the environment will affect the outcomes and overall performance of a project.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas, as directed or without direction, in a way that others will clearly understand and is appropriate for various stakeholders.
- Ability to foresee and prevent issues through problem sensitivity and identification.
- Ability to deductively apply general rules to specific project problems.

- Ability to order project information by arranging things, actions, or processes in a certain order according to specific rules or set of rules for a given project.
- Ability to use Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.) and the Internet to assist in completing various administrative aspects of the position.
- Ability to operate various project management formats (Primavera, Viewpoint, etc.) to assist in managing the schedule and budget of a project.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges as assigned.
- Demonstrates an attention to detail to ensure the thorough completion of work tasks.
- Demonstrates trustworthiness in all aspects of position and seeks to build trust between all team members.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A BA/BS degree in Construction Management, Engineering, Business, or related field is the minimum formal education required for this position. A combination of equivalent work experience and training in the field may be qualifying.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred.
- CPR, First Aid, and OSHA 30-hour Certifications required. Training can be provided.
- LEED GA credential desirable.
- QCM certificate desirable.

WORKING CONDITIONS:

Working conditions are typical for an office environment in the corporate office.

While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. Job walks and inspections outdoors are required. Jobsite appropriate attire is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required. Travel to job sites includes overnight travel and the possibility of relocation will be required.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

PHYSICAL DEMANDS:

May be required to lift up to 50 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require exposure to the outdoors, some in extreme weather conditions, with limited physical requirements, including walking, climbing stairs, scaffolding, maneuvering around small obstacles, moving through cramped quarters, etc. Driving required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.