



Position Description

Position Title: Project Engineer

Reports To: Bob Crowder, VP of Construction

Classification: Full-time, Exempt

Summary

This position is responsible for assisting the Project Manager in ensuring projects are completed on time, within budget, and on schedule. The Project Engineer is the coordination person between the Project Manager, Site Superintendent, Design Team, and Owner, assisting the Project Manager and Superintendent with the organization, scheduling, and implementation of construction projects. This position oversees document control for multiple projects, from the plans and specifications, to RFI's, submittals, and project O & M manuals upon completion of the project. The Project Engineer is responsible for the tracking and negotiation of change orders for the projects they are assigned to. It is the responsibility of a Project Engineer to help protect and promote Keystone Construction's interests in all matters and to do whatever is reasonably necessary to carry out the position's duties and responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain control of all project documentation, including the coordination and maintenance of any special inspection documentation for the project.
- Maintain and distribute project plans.
- Maintain and update project records.
- Assist the Project Manager/Superintendent in creating and distributing the project schedule.
- Study job specifications to determine appropriate construction methods.
- Assist project team with conflict resolution between owner, contractor, and subcontractor.
- In charge of turning in submittals from subcontractors to A/E for approval for all scopes of work based on the plans and specifications.
- Responsible for understanding project plans and answering field personnel questions.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients.
- Assist Project Manager/Owner in getting building permits for the project.
- Understand appropriate building codes/regulations
- Coordinate project change order management, creation, and negotiation.
- Assist with site safety documentation and coordination, job progress tracking, and scheduling, as needed.
- Assist with closeout of construction projects.
- Assist accounting with monthly subcontractor billings and pay applications.
- Assist Project Manager with assigned tasks.
- Confer with Project Manager and Superintendents on work procedures, complaints, and construction problems.
- Work in coordination with Project Manager to protect company's interest and simultaneously maintain good relationship with the clients and subcontractors.

Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

Position Requirements

This position requires a bachelor's degree in construction management, construction science, construction engineering, civil engineering, or a related field and at least one year of project engineer experience in multi-family, mixed-use, urban high rise, and/or commercial construction. Competencies for this position include:

1. Project coordination
2. Ability to understand project plans and specifications
3. Communication proficiency
4. Leadership skills
5. Mathematical skills
6. Teamwork orientation
7. Time management
8. Problem solving/analysis

Position Preferences

Having a bachelor's degree and at least three years of construction project engineering experience in multi-family, retail, medical, hotel, high-rise, and/or educational construction projects is preferred for this position. Possessing project engineering experience in at least three of the aforementioned construction types is highly preferred.

Work Environment

This is a full-time position that operates in a professional office environment and on job sites. While in the office, a project engineer routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines. While performing the on-site duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level at the job sites can be loud. This position is sometimes performed in outside weather conditions.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. A Project Engineer is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. A Project Engineer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

Travel

Occasional travel to job sites within the State of Indiana is expected.

Supervisory Responsibilities

This position does not have any anticipated supervisory responsibilities.

Notification

Keystone has made it a priority to meet with and hire from a diverse pool of candidates. Keystone is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.