

Title

Project Engineer
H.W. Houston Construction, LLC

Classification

Exempt

Reports to

Project Manager

Date

April 2022

Job Description

Summary/Objective: A Project Engineer supports the overall management of a construction project through contract document control, scheduling, material procurement, quality control, safety management, and assisting the Project Manager/Superintendent with cost control.

This position will report to a Project Manager and will have duties and responsibilities across multiple groups within the organization.

Essential Functions

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

A Project Engineer (PE) will be responsible for facilitating Requests for Clarification (RFCs) and submittals, coordinating materials, quality control, and assisting Project Managers (PMs) and Superintendents in accomplishing H.W. Houston projects.

- Promote a "zero injury" culture by: participating in safety walks and observations; completing hazard recognition cards; and conducting inspection walks. Assist the Superintendent, PM, and Enterprise Health and Safety (EHS) with development and execution of the overall project safety plan.
- Review scopes of subcontractors and vendors and interpret contractual obligations. Review and decipher contract documents. Assist in scoping out work for subcontractors with PM.
- Assist with project start up to include obtaining safety and job site signage and assisting the PM/Superintendent to work with Logistics and secure job site materials, equipment, or supplies.
- Create and finalize Requests for Clarification (RFCs) and Requests for Information (RFIs). Identify and discuss issues with architect, subcontractor, or concerned party.
- Create and manage the submittal process. Ensure appropriate documentation is completed through the RFC if submittals change the project scope. Maintain the submittal log, review the spec book, and identify submittal requirements per architect guidelines.
- Assist with material procurement by getting submittals in punctually, ensuring timely return of submittals from architects, developing or assisting to develop a procurement log, reviewing and updating the procurement log, and supporting the schedule and determining lead times to ensure materials are delivered on time.
- Support the PM/Superintendent in project meetings, including capturing meeting discussions, issues, and questions, and printing and distributing meeting minutes. Facilitate and participate in other meetings (subcontractor, Owner/Architect/Contractor (OAC), Precon, etc.), as assigned, and assist the Superintendent/PM to distribute meeting invites and capture and distribute meeting minutes.
- Support the PM and/or Superintendent with other project-related tasks, as requested. Attend inspection walks, as needed. Conduct and document stormwater walks, as requested, and ensure any issues are corrected and closed out. Assist with material deliveries, as requested, and Potential Change Orders (PCOs)
- Serve as the primary liaison for communication and deliverables. Send correspondence and initiate follow-up communication and documentation, as needed.

- Oversee document control and electronic filing by organizing files and following the file structure, assisting with saving and filing project documentation, and maintaining and organizing weekly progress picture folders. Slip sheet new or revised documents, hyperlink documents, manage the posting of RFCs at least weekly, and issue document revisions (ASIs) to subcontractors, as requested. Distribute design change documents to subcontractors and solicit pricing for PM review.
- Manage or support project quality control (QC). Set up and conduct QC walks with subcontractors and internal project team members, send out reports to subcontractors, close out QC items as completed, and report identified issues to the Foreman/Superintendent.
- Support the PM with completion of the owner pay applications and validate subcontractor billing submissions.
- Support the Foreman with H.W. Houston and owner/architect punch lists by preparing the pre-punch list and tracking completion, documenting punch list items and ensuring items are completed, as required.
- Support the PM with closeout, to include: gathering closeout information from subcontractors (O&M manual, as-built drawings); coordinating and delivering owner training and owner stock; gathering necessary closeout documentation; and assisting with software organization as part of the closeout process.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the H.W. Houston brand, ethics, and values on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.

Competencies

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| • Communication – Written and Verbal | • Professionalism |
| • Time Management | • Collaboration / Teamwork |
| • Planning / Organizing | • Analytical / Data-Driven Mindset |
| • Adaptability / Agility | • Resiliency |
| • Attention to Detail | • Continuous Learning / Self-Development |

Knowledge and Skill Requirements

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| • Learnability skills | • Strong knowledge of Microsoft Office suite (Word, Excel, Outlook) |
| • Prioritization skills | • Skilled at reading/interpreting drawings and specifications |
| • Critical thinking skills | • Knowledge of the various scopes of construction work |
| • Excellent listening skills | |
| • Meeting facilitation / management skills | |
| • Information and digital literacy skills | |
| • Analytical skills | |

Supervisory Responsibility

None

Work Environment

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment, working inside with others. Work may require occasional weekend and evening work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, hear, and use eye/hand coordination. The employee frequently is required to stand; sit; walk; lift or carry up to 50 lbs.; use manual dexterity; use motor skills; and reach with hands and arms. The employee must frequently be able to work

effectively in a construction job site environment, including but not limited to working outside, working alone, excessive heat/cold, noise/vibrations, working below ground, and walking on uneven surfaces. The employee is occasionally required to push up to 50 lbs., climb stairs or ladders, balance, stoop, kneel, crouch, or crawl. The employee must occasionally be able to work effectively in a construction job site environment, including excessive dampness, chemicals or solvents, fumes/smoke/gases, and operating or working around moving equipment or machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

Travel

Ability to travel or accept full-time assignments in any location where H.W. Houston conducts business. Ability to travel to multiple locations or job sites daily or weekly as needed.

Required Education and Experience

- One of the following:
 - Bachelor's degree
 - Associates degree with background demonstrating application of knowledge and skill

Preferred Education and Experience

- Bachelor's degree in Engineering, Construction Engineering, Construction Management, or the equivalent
- Project Engineering experience in a commercial construction environment
- Experience with Prolog and/or other construction management software
- Experience with ASTA and/or other construction scheduling software
- Experience with Bluebeam
- Experience with Navisworks or other 3D design modeling software
- Experience leading a team
- Valid driver's license and ability to obtain certification as a company approved driver
- Stormwater reporting experience
- Experience in public speaking/presentations
- OSHA10 completion
- Experience reading and interpreting contracts

AAP/EEO Statement

H.W. Houston is an equal opportunity employer.

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 job. Duties, responsibilities, and activities may change at any time with or without notice.