



## JOB DESCRIPTION – PROJECT ENGINEER

### **POSITION PURPOSE**

The Project Engineer shall work within the project team along with the Project Manager and Superintendent in an office and field environment to steer project direction, coordination, completion, and financial outcomes. A Project Engineer should have a complete understanding of the project requirements and timelines. The Project Engineer must demonstrate an ability to prioritize, problem solve, work within a team, communicate effectively and efficiently, maintain organization, display follow-through, thoroughness, and a work product of high accuracy and quality.

The Project Engineer helps team members build relationships, promotes Foushée’s Core Values, and helps provide an environment that benefits our customers and team members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate proficiency in all Project Engineer duties, including the ability to prioritize, effective communication and leadership skills, strong interpersonal skills, decision-making ability, strong planning and organizational abilities
- Must be a self-motivated individual with ability to learn and excel in all phases of project engineering, including the submittal & RFI process, document control, estimating assistance, subcontractor proposal review, LEED documentation, meeting minutes, material expediting, scheduling, coordination, and close-out
- Interface with clients, design professionals, and consultants
- Assist preconstruction efforts to establish budgets and cost estimates throughout the design process
- Review and thoroughly understand construction plans and specifications. Assist with constructability review and review proposed means and methods.
- Assist in the development of vendor bid packages
- Maintain a positive team attitude, while promoting Foushée to the client, subcontractors, and others
- Establish contacts and build long term relationships
- Timely request, review, and processing of project submittals
- Facilitate the creation and maintenance of the project schedule
- Take a lead role in soliciting, compiling, and analyzing subcontractor proposals
- Assistance in the project buyout and contracting process
- Accountable for the project document control and tracking
- Author of Owner-Architect-Contractor meeting minutes
- Generation of project punchlist and closeout documentation, including Operation & Maintenance manuals. Drive and monitor the close-out process.
- Assist field team with safety enforcement and awareness
- LEED documentation, where applicable
- Attend Company events and promote attendance to other employees and encourage their participation
- Adhere to and promote Foushée Core Values:  
*Our People, Our Customers, Integrity, Fiscal Responsibility, and Innovative Practices.*

### **QUALIFICATIONS AND EXPECTATIONS**

#### **Personal Qualities**

- Understand and embrace Foushée Culture
- Honest, genuine, trustworthy
- Leader
- Forward thinker – ability to plan ahead
- Good communicator and listener
- Problem solver
- Respectful and patient
- Ability to manage risk
- Organized
- Positive team attitude
- Passionate
- Strong work ethic and loyal

### **Technical Knowledge**

- Experience with project scheduling
- Experience with document control and PDF creation, editing and filing. Proficient use of PlanGrid and Bluebeam
- Experience with quantity takeoffs and tracking.
- Ability to use Microsoft Word, Excel and Outlook
- Experience in project management software

### **Education**

- A Bachelor's Degree in Construction Management, or Civil Engineering is preferred.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Company.*

***Founded on Principles. Forged in Relationships.***