



FIELD ENGINEER

This position assists in planning, scheduling, and directing activities of subcontractors to help ensure that work conforms to specifications and adheres to schedules. This position will also help coordinate site safety programs following the company safety manual.

RESPONSIBILITIES & ESSENTIAL FUNCTION

With training, the desired candidate will be able to accomplish the following duties and responsibilities:

- Follow established safety rules and regulations and maintain a safe and clean environment
- Assist in tasks assigned i.e. construction procedures, specifications, work schedules, material needs, worker activities, etc.
- Inspect work performed by subcontractors, including but not limited to: ductwork, wiring, and pipe installations, to ensure compliance with specifications. Examine blueprints to ensure conformance with provisions of building codes, local ordinance and specifications
- Layout of construction work for various trades in accordance with the project drawings and specifications. Knowledge in the use of standard construction and surveying equipment will be required
- Coordination of contract drawings with shop drawings for proper dimensioning, elevations, product materials, etc. and provide that information to trade foremen
- Maintain documentation at the construction site including as-built drawings, shop drawing files, schedules, photographs, changes in work, time sheets and other documentation that may be required
- Assist the Project Superintendent with various office administration requirements including coordination of delivered material and communication with subcontractors and suppliers.



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ENGINEER

This position provides on-site support to the project team consisting of the Project Manager, Superintendent and Project Engineer. The Engineer coordinates and assists with planning, organization, control, integration and completion of project within area of assigned responsibility.

RESPONSIBILITIES & ESSENTIAL FUNCTION

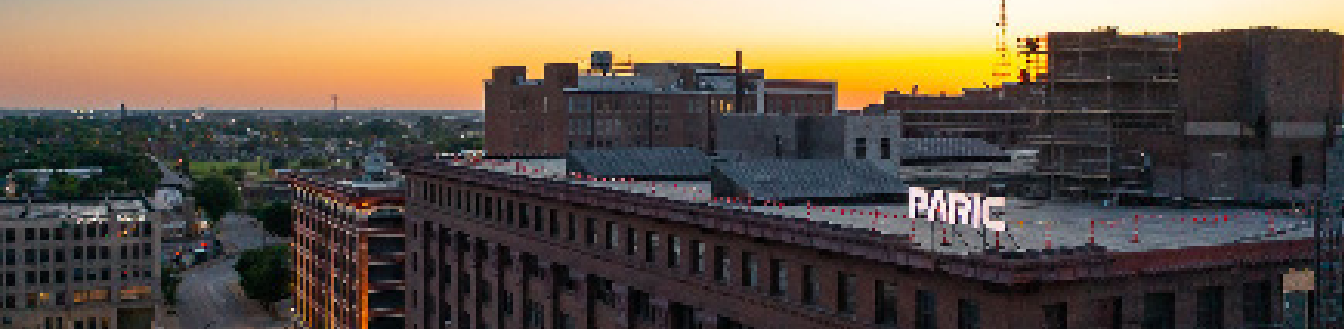
With training, the desired candidate will be able to accomplish the following duties and responsibilities:

- Document control, including coordination of submittals, RFIs, meeting minutes, contract documents, and permits
- Cost control, including change condition analysis, coordination of change orders, and small scale estimating
- Coordination of monthly payment applications, both from subcontractors and to clients;
- Coordinate and communicate with owners, vendors, crews, subcontractors, architects and suppliers to facilitate timely project completion
- Assisting the Project Manager with the administration of contracts and the coordination of subcontractors/suppliers
- Reviewing project progress in the field to verify project schedule conformance
- Maintenance of project punch list and collection of warranty documents
- Exercise initiative or, as directed, perform additional duties to meet the needs of the organization
- Support the project management team with subcontractor and supplier coordination, material tracking, file management, document control (submittals, RFIs and change orders) and progress reporting



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QUALIFICATIONS

The ideal candidate for the position should meet or exceed the following qualifications:

- Strong communication, organizational, and leadership skills
- Competency with Microsoft Word, Excel and Outlook
- Some experience in understanding and explaining construction plans
- Capability to multi-task and self-prioritize
- Be a team player with a strong work ethic
- Has exceptional interpersonal skills and enjoys problem solving and learning
- College coursework towards a degree in construction management, engineering or a related field



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