

## JOB DESCRIPTION

**Title:** Project Engineer  
**Department:** Operations  
**Classification:** Exempt  
**Reports to:** Assistant Project Manager, Project Manager or Senior Project Manager

### Job Summary

Assist the team in administration of the construction project and act as a resource for the Assistant Project Manager, Project Manager and Superintendent in running the day-to-day project operations from preconstruction through closeout. This includes assisting in the preconstruction phase activities such as constructability reviews, value engineering, estimating, budget control, prime contract negotiation, and preconstruction schedule management. In addition, assist in the construction phase activities such as project setup, risk management, document management, subcontractor buyout, schedule management, QA/QC management, change management, submittal and RFI management, financial reporting, and project closeout. Complete all other duties as assigned.

### Technical Duties and Responsibilities

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| PRECONSTRUCTION                      | Assist in the estimating / budgeting process. Assist in the preparation of preliminary schedules. Assist in evaluating appropriate subcontractor bid lists and proposals.  |
| PRIME CONTRACT KNOWLEDGE / ADHERENCE | Understand and assist with compliance of the important features of the prime contract.   |
| COMPREHENDING DOCUMENTS              | Maintain a working knowledge of all project details and specifications including all contract document revisions such as addenda and bulletins.  |
| INFORMATION ORGANIZATION             | Ensure all documents are readily accessible and neatly organized. Ensure project information is promptly filed for future access. Ensure construction is never affected due to unfiled, missing, or piles of paperwork. Create, implement and maintain all electronic documentation. |
| CONTRACT DOCUMENTS                   | Ensure that Contract Documents are promptly transmitted to all new subcontractors. Clearly understand all documents that make up the "Contract Documents".   |

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| AGREEMENTS                    | Review subcontract scope descriptions. Ask questions of teammates about any areas of uncertainty. Enforce with subcontractors the items of scope commitments in your work of submittal review, RFI, etc.   |
| SAFETY                        | Review the Injury Illness Prevention Program (IIPP). Notify your manager of any observation that might be considered an unsafe work practice. Follow all Bernards safety procedures.   |
| MEETING MANAGEMENT            | If directed by your manager, attend all project meetings such as OAC meetings, staff meetings, safety meetings, pre-installation meetings, QA/QC meetings, foreman meetings, etc. Assist with ensuring that meeting minutes are maintained in accordance with our policy.  |
| BIM / COORDINATION DRAWINGS   | Assist with the process of reviewing mechanical and electrical systems for compatibility with each other as well as other building components and space constraints. Ensure areas of conflict are identified and resolved prior to the commencement of construction. Maintain detailed notes and minutes to ensure continued momentum with the coordination process. Eliminate any errors in the coordination process so that the impacts from coring, x-raying, saw cutting or demolition of completed building elements do not occur or are mitigated. |
| QA/QC                         | Comply with the Bernards Quality Management Manual (QMM) outlining our quality policies, standards and procedures. Assist the team so that the project meets or exceed the quality standards of our customers. Assist the team in the creation of a project specific Quality Management Plan (QMP) that will be utilized on the project.   |
| DIRECTORIES / FILES / REPORTS | Ensure that all project documents, files, and reports are current, filed and distributed in accordance with our policy.  |
| AS-BUILT DRAWINGS             | Assemble a clean set of Contract Documents for recording as-built information. Ensure as-built entries are routinely made to the as-built drawings prior to backfilling or concealing of the work. Ensure the Owner / Architect / Inspector are in agreement with the accuracy and quality of the as-built documents. Ensure construction is never delayed due to missing or inaccurate information in the as-built drawings. Ensure the monthly progress payment is not affected by missing or inaccurate as-built information.                         |
| UNDERSTANDING OF THE PROJECT  | Understand the project scope of work clearly. Ensure your knowledge of the scope of work exceeds that of the Subcontractors on the project. If a new construction material, technique or system is encountered at the project, strive to increase your understanding.  |

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| DOCUMENT CONTROL         | Ensure that all document control procedures are being followed. Ensure a working set of drawings and specifications are established at the jobsite. Ensure pre-bid addenda and all post-bid changes and clarifications are accurately and promptly identified in the working drawings. Ensure your understanding of the working drawings is superior to the subcontractors involved in the project. Ensure subcontractors are building from the most current information and the working drawings are organized, legible, and well-kept.   |
| SCHEDULING               | Assist with the creation and updating of project schedules. Collaborate with the Project Manager(s) and Superintendent(s) to develop and update accurate and detailed project schedules.   |
| SUBMITTALS               | At project start-up, prepare a list of all required submittals. Ensure that submittals are received, approved, and returned in a timely manner. Update submittal log. Ensure submittals are accurately reviewed for compliance with the Contract Documents. Notify Project Manager and Superintendent of design changes made during the submittal review process. Solve all problems and details during the submittal process. Ensure that submittal approvals are timely, in order to avoid materials or equipment arriving late.   |
| PROCUREMENT LOG          | Develop and maintain a procurement log.  |
| MONTHLY OWNER REPORTS    | As applicable to the project requirements, assist in the creation of the monthly owner reports. Ensure thoroughness and accuracy of your reports so that the Owner can utilize your reports. Review your reports with the Owner to be sure of their comprehension. Submit reports on time.   |
| REQUESTS FOR INFORMATION | Ensure that all RFIs are written for all appropriate questions on the project. Properly track RFIs through the log system. Ensure RFIs are properly answered such that the schedule is not negatively affected. Notify the Project Manager and Superintendent of RFIs which affect cost or schedule. Ensure that unnecessary RFIs already addressed in the Contract Documents are not forwarded to the design team, scrutinizing for validity before processing. Draft RFIs in a manner that keeps the design responsibilities with the designers. Transmit RFI responses to all trades and parties that may be affected. Ensure construction never proceeds in error due to Subcontractors' unfamiliarity with RFI responses. |
| FIELD ISSUES             | Assist the Superintendent and Assistant Superintendent with project related issues.  |
| PUNCH LIST               | Assist with the punch list process so that it is timely and it exceeds the Owner's expectations. Assist with trade completion lists six weeks prior to the formal punch list. Assist with the goal that the completion lists as well as the punch lists are completed in a timely fashion.   |

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| CLOSEOUT | Assist with completing closeout packages as directed. Assist with ensuring that final submittals from the subcontractors are received in a timely manner. Assist with ensuring that closeout packages are professionally bound, indexed and delivered on time. |
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**Leadership Duties and Responsibilities**

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| LEADERSHIP                          | Ability to lead and motivate a team to achieve project goals. Uphold excellent interpersonal skills including mentoring others and conflict resolution. Demonstrate the ability to collaborate, work well with others, and resolve issues with a win-win focus. |
| DESIGN TEAM RELATIONS               | Create confidence with the design team that challenges are being addressed in a timely professional manner. Maintain the goal of having the design team specifically request to work with you again on the next project.  |
| SUBCONTRACTOR RELATIONS             | Create confidence with the subcontractors that challenges are being addressed in a timely professional manner. Maintain the goal of having subcontractors spread a good word about you and Bernards within the industry.  |
| PROJECT MANAGER RELATIONS           | Maintain an effective working relationship with your Project Manager. Maintain the goal of having the Project Manager want to be teamed with you on a future project.   |
| SUPERINTENDENT RELATIONS            | Consider the level of communication with your Superintendent. Consider the effectiveness of the working relationship with your Superintendent. Consider whether your Superintendent would like to be teamed with you on a future project.                       |
| OTHER BERNARDS DEPARTMENT RELATIONS | Maintain successful, mutually beneficial working relationships with other Bernards department personnel such as Project Administrator, Contracts Administrator, Accounting, Risk Management, Scheduling, BIM, TIS, and HR.                                      |
| PROPER USAGE OF MANAGEMENT          | Timely inform your manager of issues. Attempt to resolve the majority of issues on your projects while leaving only the major issues for assistance. Prepare solutions to the challenge that is being faced.  |

### Customer Service Duties and Responsibilities

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| CUSTOMER SERVICE SKILLS                | Maintain a customer service mindset towards both internal and external customers. Maintain the core competences of customer service which includes empathy, attentiveness, positive language, patience, clarity in communication, continuous improvement, emotional intelligence, persuasion skills, and tenacity. |
| SENSITIVE TO CUSTOMER NEEDS            | As much as your position will allow, identify Customer needs (hot buttons) accurately. Consider items such as cost, schedule, quality, noise, unobtrusive to surroundings, etc. Make every effort to fulfill all Customer needs.   |
| CUSTOMER PERCEPTION OF COMPETENCY      | As much as your position will allow, evaluate if the Customer views your performance as poor, adequate, or superior to the norm of the industry. Maintain the goal to achieve an evaluation of superior in the industry.   |
| VERBAL COMMUNICATIONS WITH CUSTOMER    | At the direction of your manager, communicate openly and freely with our Customers. At the direction of your manager, make recommendations, ask questions, and offer ideas when the situation arises. Be approachable to the Customer.   |
| SAVE CUSTOMER TIME AND MONEY           | As much as your position will allow and at the direction of your manager, make suggestions or recommendations to the Customer. Through your efforts, strive to save the Customer money and/or time. Make it obvious to the Customer you are working in their best interest to save them time and/or money.         |
| "BAD NEWS" DELIVERY AND REPAIR         | Assist your manager in alerting the Customer of bad news without causing severe distress. Consult with the project team in order to come up with a plan prior to alerting the Customer of bad news.  |
| PROPERLY NOTIFY CUSTOMER OF JOB STATUS | As much as your position will allow and at the direction of your manager, keep the Customer informed on what is really happening on the job (no surprises). Report challenges as well as successes.  |
| DO MORE FOR THE CUSTOMER THAN EXPECTED | Ensure the Customer's perception is that they got more from you than was contractually expected. Go the extra mile with the Customer. Strive to have the Customer want to do the next project with Bernards because of your efforts.   |
| CLOSEOUT AND "LETTER OF COMMENDATION " | In conjunction with your teammates, work hard to receive a letter of commendation for Bernards at the close of the project.  |

### Personal Attributes, Knowledge, Skills and Abilities

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| KEEPING COMMITMENTS             | Accomplish all your commitments made to our Customers and Bernards teammates. Make commitments without haste and with proper research. Maintain the trust and confidence of all those you interact with.  |
| RELIABILITY                     | Maintain predictable, consistent results and attendance.  |
| TIME MANAGEMENT SKILLS          | Administer effective time management skills by analyzing workload, assigning priorities, and maintaining focus on productive endeavors.   |
| SENSE OF TIMING                 | Maintain a sense of urgency for all items on the project.   |
| NEGOTIATING SKILLS              | Continue to build your negotiation skillset in your interactions with subcontractors and the Owner.   |
| PROBLEM SOLVING                 | Maintain a proactive approach when addressing problems / challenges. Use preventive measures to minimize unproductive time spent reacting to issues or “firefighting” issues. When a problem surfaces, ensure it is resolved without impact the progress of construction. Create confidence with subcontractors and teammates with your problem solving efforts. Create confidence with the Superintendent that all construction issues and problems have been resolved before the materials arrive at the jobsite. |
| MARKETING & PRESENTATION SKILLS | Prepare and participate in project pursuit presentations.   |
| PERSPECTIVE                     | Maintain your ability to keep focus on the important issues. Do not get bogged down by the numerous clutter of small issues. Consider the perspective of others.  |
| TECHNICAL WRITING SKILLS        | Ensure your written correspondence is clear and concise. Correspondence should convey the requested action and timing to the reader. Correspondence should not read as a "canned" letter that does not apply to the topic. Correspondence should convey the point without sounding like an unnecessary threat. Ensure grammar, spelling, and punctuation convey professionalism.  |
| COMPUTER SKILLS                 | Maintain competency in the following software applications: B360, Microsoft Suite (Excel, Word, Outlook, PowerPoint), and P6 Scheduling.  |
| CONSISTENCY                     | Maintain a steady performance day-in and day-out, week-in and week-out. Ensure you are perceived as able to consistently deliver positive results.  |

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| INITIATIVE         | Maintain your ability to make things happen. Initiate action and follow through to results.  |
| ORGANIZATION       | Balance a multitude of tasks / issues. Maintain your work area efficiently to minimize redundant work. Ensure your work area is neat and organized. Pay attention to detail. Maintain a level of attention to detail appropriate to the task.  |
| COMMUNICATION      | Maintain clear and concise communication. Ensure that all personnel you interact with can understand you. Strive to be concise and to the point in your telephone and email communications.  |
| TEAMWORK           | Ensure others like working with you. Do whatever it takes to help your team. Offer advice and assistance to other teammates. Be sensitive to the workload of others.   |
| VOLUNTEERING       | Maintain active participation in Company improvement initiatives. Contribute ideas for improvement within or outside your normal job description. Volunteer with enthusiasm for such efforts.  |
| ATTITUDE           | Project a positive can-do attitude. Strive to be the teammate you would want to work with.   |
| LOYALTY            | Consider Bernards interest foremost in your decisions. Foster company loyalty with all personnel. Inform your manager if you suspect any activity that is adverse to the good of the company.  |
| INTEGRITY          | Demonstrate integrity in an honorable manner at all times. Maintain trust with those who work with you. Stand behind your "word". Keep your commitments. Support your team members and do not undermine them. Maintain confidentiality with others. Diffuse and do not pass on rumors. |
| VACATION           | Take vacations to renew your spirit. Do not request vacation time at points that are critical to your team. Properly delegate your duties prior to your vacation. Provide sufficient advance notice of your vacation to coworkers and customers.                                       |
| SELF MOTIVATION    | Maintain the ability to generate enthusiasm for your work on a daily basis. Overcome the negative aspects of our business. Persevere during times of heavy stress.   |
| PROFESSIONAL IMAGE | Consistently project a professional image with respect to your attire, dress, grooming, workspace, speech, grammar and written communication, including all forms of social media.   |

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| RESOURCEFULNESS       | Strive to know where to get answers and do not let matters drop. Actively seek the advice of others. Be creative in your problem solving abilities. |
| WORK ETHIC            | Maintain a strong work ethic and the ability to work effectively alone or in a team.  |
| DEVELOPMENT OF SKILLS | Maintain an eagerness to accept new tasks and stretch assignments outside your job description that will further your professional development.     |

**Preferred Education and Experience**

- Bachelor of Science in Construction Management, Civil Engineering or Architectural Engineering preferred.

**Acknowledgement**

I have read, understand and agree to the above job description. I understand that this job description can be revised at any time at the sole discretion of my Manager and that additional duties may be assigned.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_