



PROJECT ENGINEER JOB DESCRIPTION

The goal of Porter Construction, Inc. is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest. The Project Engineer's role and responsibilities are integral to this goal.

DUTIES: The project Engineer's essential function is supporting the effectiveness of the Project Manager and Superintendent through the documentation processes and coordination of office and field activities during the construction process.

The Project Engineer is directly responsible for the proper discharge of his/her duties. Specifically:

1. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties information of a confidential nature pertaining to the company's operations or bids.
2. Company liaison with Owner, Architect and Engineer through communicating in a professional manner.
3. Assist Project Manager in development, processing, tracking logs and documentation of RFI's, COP's, Submittal's and CO's. Distribute executed documents to all affected parties.
4. Ensure that the right product is developed and delivered to meet PCI's quality standard and contract requirements per project scope.
5. Prepare requisitions of materials, equipment and other items as required.
6. Maintain shop drawings for office and site use. Distribute all drawing changes and/or clarifications to all affected parties.
7. Provide weekly RFI and CO Logs for review in construction meetings.
8. Oversee site logistics, material inventory and site distribution.
9. Assist Project Manager with acquisition of required permits as requested.
10. Process, maintain and file Sub-Contractor documents (pay applications, change orders, RFI's).
11. Obtain and prepare job closeout documents.
12. Provide input on work processes to improve productivity and achieve PCI's standard of excellence and quality assurance.

13. Maintain hard and electronic project files (PCI Server & Spectrum).
14. Assist PM and/or Superintendent in coding vendor invoices and reviewing labor time sheets.
15. Assist Project Manager in tracking the project against the project schedule, budget and milestones.
16. See that the safety regulations are followed by company and subcontractor crews. Address all safety violations for immediate correction.

The above outline of duties is not arranged in order of priority. The duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the Project Manager to suit the needs of the company.