

Job Title: Field Engineer

Summary

Assist Superintendents in the planning and coordination of activities for designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Provide assistance to the on-site superintendent in the following areas:

Studies specifications and drawings so as to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.

Assures procured tools and materials to be delivered at specified times to conform to work schedules.

Provides guidance to subcontractors and assists in solving problems associated with projects.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Confers with subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays and assure on-time delivery.

Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

Conducts regular project reviews and maintain records of project progress.

Advises Project Managers and Coordinators of any issues associated with project.

Assures all personnel are familiar with and adhere to safety regulations.

Ensures that job trailers or Superintendent's trucks have copies of personnel policies and Job Safety Data Sheets/MSDS.

Run project specific errands for the on-site superintendent staff as needed.

Develops relationships with past, present and future clients.

Recommends potential project opportunities to Marketing Department.

Quality

- Participate in QMS preconstruction meetings with subcontractors prior to starting work. Logs items for future QMS pre-con meetings and lessons learned.
- Ongoing review of products, test results and applications onsite to ensure they meet specifications.

- Quality control, inspect finished product.

Inspections/Testing/SWPPP

- Assist in coordination of building inspections.
- Review progress onsite to ensure subcontractors are keeping up with their individual inspections (MEP scopes).
- Assist in facilitation of Owner/third party inspections.
- SWPPP; inspections and organize documents on site.

Safety

- Ensure, organize, and track subcontractor MSDS and safety policies in the trailer prior to start.
- Assist in review and coordination of on-going inspections.
- Facilitate and maintain Emergency Management Plan.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate Degree, 1 - 5 years of related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Project Management Software Contact Management systems and Spreadsheet software.

Certificates, Licenses, Registrations

Valid Driver's license as well as an approved Motor Vehicle Report

Other Skills and Abilities

Read and interpret drawings and schedules prepared by architects and project managers.