



## PROJECT ENGINEER

### **About the Position**

Support the Project Management, Field Operations, Estimating, Business Development and Accounting departments. Assist with project schedules, submittals, Requests for Information, etc.

### **Key Responsibilities Include:**

- Project Contracts including creation and issuance of subcontracts.
- Project Setup including being involved in Estimating Turnover, Job Cost Setup, Project Buyout, Files and File Management and meeting the Process Time Frames for these items.
- Submittals including setting up the submittal log, reviewing and approving submittals, and process time frames.
- Scheduling and Coordination of subcontractors, site personnel, activities, and materials on assigned projects. This includes creating and maintaining schedules throughout the construction process.
- Project Change Management including Owner changes which involve Requests for Information, Request for Proposals, Architect Supplemental Instructions, Change Directives and Proceed Orders and Unforeseen Conditions; Poettker Changes which includes Back Charges, Scope Gaps, and Time & Materials (T&M) Work; as well as meeting Process Time Frames.
- Communications including running and organizing Preconstruction Meetings, Owner and Progress Meetings, Pay Application Meetings, Subcontractor Coordination Meetings, Pre-Installation Meetings, recording and issuance of Meeting Minutes, Transmittals, Letters, Emails and Calendars.
- Cost Tracking, Equipment Reports and Tracking.
- Pay Applications including reviewing of subcontractor billings, Certified Payrolls, and Lien Waivers.
- Project Close-Out Procedures including ensuring Punch list is completed, Operations & Maintenance (O&M) Manuals are submitted, AS-Built Drawings are completed, Change Order Resolution, Training is organized and completed, Warranties are submitted and enforced, Close-Out Meetings, and Final Billings.

### **Qualifications**

High School Diploma required. Bachelor's degree in construction, engineering or related field is preferred. Construction-related experience is also preferred. USACE Construction Quality Management for Contractors and OSHA 30 Hour Training & Certifications preferred.

### **In addition to the above qualifications, the successful candidate will demonstrate:**

Proficiency with general computer skills including Microsoft Office suite; Organizational and analytical skills; Communication skills; Ability to be thorough, tactful and professional; Ability to work in a team environment.

### **Additional Information**

Poettker Construction's selection process may include a series of interviews and/or a leadership assessment. Specific details will be provided to qualified candidates.

\*Note: Key responsibilities reflect the essence of the position. Additional tasks or projects may be assigned to or removed from this role based on business needs or incumbent skills and abilities. Changes to minimum qualifications should be reviewed with and approved at the Officer level.