PROJECT ENGINEER

**Roles and Responsibilities:**

1. Safety – Everyone is responsible for safety. Meet with EHS regularly when on project (No less often than once a week)
2. Estimating / Change Orders– Price small projects/change orders. Assist the PM to assemble the proposal. Perform field verifications, contact subs and review completed proposal with PM prior to submission.
3. Develop and track submittals
4. RFI management
5. Change Tracking
6. Material/Labor Cost tracking
7. Initial project buyout – review with Project Field lead and project Manager before release of orders.
8. Ensure Foreman/GF have up to date project information (Schedule, drawings, RFI’s, specifications)
9. CO/Bid passdown
10. Submit and track utility requests (foreman to provide ECR information)
11. Fill out permit apps and submit to PM for approval. Track Permits and supply to field.
12. Submit SIPP (when appropriate)
13. Submit weekly timecards to PM for review.
14. Fill out sub contracts and submit to PM for approval. Send to corporate and track once approved.