

TINGUELY DEVELOPMENT, INC.

Job Description: Project Engineer

Each Project Engineer will be required to implement the following as it pertains to their assigned and overall responsibilities:

ESSENTIAL FUNCTIONS FOR PRE-CONSTRUCTION

- Project Engineer – aid Project Manager in monitoring Architectural and Engineering design elements, paying particular attention to:
 1. Cost effective use of recommended materials and design detailing.
 2. Common construction practices utilized by local contractor resources and looked upon favorably by the Bureaucracy.
 3. Durability and practicability of materials and equipment selection as presented by design team.
- Assist the Project Manager in the overall preliminary project schedule (planning and construction schedules).
- Assist the Project Manager in the preliminary construction budgets, Civil Engineering (offsite and onsite) requirements and General Building requirements.
- Track permitting and entitlement requirements: County and State level.
- Review preliminary list of products, equipment and recommended methods of application proposed for project. Consult with prospective supplier or sub-contractor for confirmation that product is appropriate for proposed use.
- Develop select list of Vendors and Subcontractors best suited for project.
- Assist the Project Manager in the distribution of the “Request for Proposal” to selected Vendors and Subcontractors that can execute the required work scope. Provide preliminary project schedule with each RFP.
- Formulate bid result binder including all complete and competitive sub-bids and vendor proposals. Enter the lowest qualified bidder into the budget estimate spreadsheet (Schedule of Values).
- Once the Project “Notice to Proceed” (or “Letter of Intent”) has been provided, commence procurement of product Submittals.
- Once Master Contract is executed, proceed with project “Buy-out”. Initiate Subcontracts and vendor Purchase Orders. Prepare to Mobilize Project site.

ESSENTIAL FUNCTIONS FOR CONSTRUCTION

- Submittal preparation, review, submittal to consultants, logging, tracking, and files.
- Material procurement, log, and tracking for Tinguely Development, Inc. and subcontractor materials.
- Request For Information log, tracking, posting to plans, and distribution.
- Assist the Project Manager in the preparation, submittal and tracking of Change Proposals to owners and/or consultants.
- Assist the Project Manager in the preparation, estimating, documentation and review of Owner and Subcontractor Change Orders.
- Conduct quantity survey of materials and compare against material order.
- Handle all daily and weekly Purchase Orders, receipt of tickets, and material check-in.
- Maintain concrete and other material delivery logs.
- Assist the Project Manager with the preparation of the monthly invoice to the owner or architect.
- Review subcontractor payment applications for compliance with billing procedures.
- Preparation, enforcement, and maintenance of as-built drawings for subcontractors and Tinguely Development, Inc. work.
- Maintenance and distribution of Project Issues Log.
- Maintenance of project, master plan set of drawings with all changes, RFI answers, and as-built information.

- Organize site-specific safety manuals and all necessary postings.
- Participate in and record meeting minutes for “Owner, Architect, Contractor” meetings. Meeting agenda by TDI. Circulate all pertinent information produced by these meetings to the various parties for review and approval.
- Participate in and record meeting minutes for weekly Subcontractor meetings to include (but not be limited to) the following discussion topics:
 1. Schedule updates.
 2. Coordination between sub-trades.
 3. Behavioral and housekeeping issues.
 4. Safety. Update and review fall protection plan and HAZCOM manuals.
 5. Plan document or specifications changes.
 6. Building Department inspection issues.
 7. Distribute project-wide information.
- Warranty, Bonds and Operations manual. Collect all equipment, fixture, appliance and miscellaneous apparatus operations and warranty information. Index and bind for presentation to the owner.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- 3 years’ progressive experience in Construction Administration or Project Engineering with a general contractor.
- Proficient in Microsoft Word, Excel, Outlook, and Project.
- Use of proper business protocol and grammar.
- Excellent written and verbal communication skills.
- Well-organized and self-motivated.
- Able to handle multiple tasks/projects and meet demanding deadlines.
- Able to accurately read and understand construction documents.
- Skilled at coordinating, monitoring, and tracking various project documentation and technical issues.
- Have sufficient experience with commercial and residential construction practices, sequences, schedules, methods, products, etc.
- Work courteously and professionally in a team environment with tradesmen, subcontractors, vendors, inspectors, owners, clients, consultants, architects, and engineers.