



Project Engineer Job Description

Job Title: Project Engineer
Department: Construction
Reports To: Operations Manager
FLSA Status: Exempt

Job Summary

VerHalen's *Project Engineer* is an entry point into the business with intended advancement to Project Manager role within the company. The initial duties are to support the Project Managers in all facets of project management to begin to understand the business from the ground up.

Job Duties / Responsibilities

- Maintain project documents, specifications, etc. for all projects in progress. Ensure most updated set is always available.
- Manage iPad technology for field personnel; manage transfer of information to and from field personnel
- Manage and maintain electronic field drawings and provide links to project details for ease of use on mobile devices.
- Manage project document changes and ensure timely response for cost/schedule impacts
- Assist in ordering project materials and rental equipment from initial PO to invoice approval and application to project.
- Assist in the creation and submission of project RFI's and other informational needs
- Complete project submittals based on specifications and scope requirements on project.
- Assist in review of weekly field labor timecards, ensuring correct cost application and project tracking.
- Prep Hilti Total Station for layout use on upcoming projects; coordinate with layout foreman.
- Assist with BIM modeling and continue to advance use of BIM on future projects.
- Assume basic project manager duties on smaller projects in pursuit of advancement to Project Manager
- Provide feedback to Team on current processes and systems and make strategic suggestions to adjust current process and system to meet changing demands of industry. Continually strive to develop new ways to improve the business.
- Assist Project / Operation Manager on other duties as assigned and required.
- Stable transportation as required to visit jobsite, vendors, etc. as necessary to complete tasks. Mileage reimbursement is provided per company policy.

Education / Qualifications

- Bachelor of Science degree in Construction Management, Civil Engineering, and/or related construction experience.
- Extreme attention to detail and the ability to complete tasks in a very efficient fashion.
- Excellent communication skills with both dealing with office and field personnel.
- Profound analytical and problem solving skills to work through the many issues encountered in the business.

Physical / Environmental

- Frequent walking, climbing, bending, standing, sitting and lifting 40 lbs. or more.
- Occasional exposure to extreme cold or heat.
- Occasional exposure to noise > 80dB TWA.
- May rarely work at heights > 10 feet.
- Ability to maintain a valid driver's license.

For more information about VerHalen, Inc., please visit our website at www.verhaleninc.com.