



Position Title	Class / Location	Reports to
Project Engineer	I / Oregon	Division Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/July/2023

**POSITION SUMMARY**

The Project Engineer is responsible for providing technical support to construction staff. This role will review bidding and design documents, while overseeing and evaluating the construction process. They assure accuracy, proper resources and quality from start to finish.

This position will promote The KNCC Experience; *“we bring our “A” game every day, we rise to the challenge, and we do the right thing”* and will be dedicated to our mission statement; *“Building a strong, vibrant future for every community we serve.”*

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Support project teams in preconstruction efforts, including bid process and buyout.
- Assist in developing and processing subcontracts and purchase orders through to completion.
- Review submittals and shop drawings for accuracy and expedite for timely review.
- Develop, update, manage and utilize all tracking logs as needed to report the various project requirements.
- Assist with permit process, deferred submittals, certificate of occupancy process and AHJ requirements as required to complete the project.
- Assist with compliance to owner contracts, including notice requirements, specified timeline, and required document submissions.
- Utilize and adapt company systems to owner required systems for financial and overall project management.
- Monitor and update project master schedule along with Project Manager and Project Superintendent.
- Track and review both company and subcontractor certified payroll reports, when required.
- Maintain up-to date lists of subcontracts and revisions.
- Upload contract documents to Procore and ensure they are complete and up to date.
- Participate in project meetings and project walk throughs.
- Gather data and provide information for management reporting and cost reports.
- Maintain positive relationships with owners, architects, designers, consultants, and subcontractors.
- Support company-wide efforts such as maintenance of subcontractor database, support in bid-day efforts and general file maintenance.
- Assist in the overall project closeout process by producing as-built drawings for O&M documents and binders.
- Setup initial contacts and project information in Procore.
- Receive, review, forward and track status of submittals.
- Initiate, prepare, review, track and distribute RFIs.
- Assist in preparation of bid packages.

- Work with superintendent to establish a procurement log and track material procurement.
- Maintain all forms of documentation required for implementation of project controls (procurement log, submittal log, RFI log, labor tracking, QA/QC forms, etc.).
- Assist with change management process including soliciting, receiving, and reviewing pricing and preparing owner change orders.
- Track and inspect material and equipment deliveries.
- Assist in compiling reports regarding financial performance of the project.
- Assist in preparation of monthly owner project status reports, as required.
- Attend project meetings and record meeting minutes.
- Distribute meeting agendas and minutes.
- Take daily/weekly progress photos of the project as coordinated with the project Superintendent and upload to Procore.
- Assist Superintendent with job site orientations.
- Assist Superintendent with on-site documents and document control (AHJ inspection forms, special inspection forms, hard copies of RFI's and submittals, etc.).
- Assist Superintendent in the tracking and resolution of any non-conformance issues that arise through special inspections and design team site inspections.
- Assist in and/or complete project close-out as coordinated with the project assistant and PM.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree in construction management or engineering related field and/or minimum of 3-years experience in a construction related support role
- Intermediate to advanced computer skills with MS Office Suite, Project, Adobe and Bluebeam.
- Solid organization, written and verbal communication skills.
- Efficient in time management, the ability to multi-task and adhere to/meet deadlines along with a strong attention to detail
- Proven presentation abilities, including the utilization of Power Point or Prezi.
- Experience with financial and construction project management software such as Sage 300 CRE and/or Procore.
- Must have a strong customer-oriented approach (for internal/external customers) and demonstrated professional demeanor
- Current driver's license and insurable driving record

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.