

# **PROJECT ENGINEER Position Guide**

## **1.0 POSITION TITLE**

- 1.1 This standard procedure establishes and describes the duties, authority and responsibilities of the Project Engineer of West Coast Contractors, Inc.

## **2.0 FUNCTIONAL ROLE**

- 2.1 The basic function of the Project Engineer is to effectively assist management of West Coast Contractors' Projects. This position is the liaison between estimating and project management and between project management and accounting.
- 2.2 Other functions include:
  - 2.2.1 Assist in the bidding procedure.
  - 2.2.2 Review of estimates on successful bids.
  - 2.2.3 Daily assigned projects monitoring.
  - 2.2.4 Assigned project construction plan review.
  - 2.2.5 Assist in project planning, budgeting, and administration.
  - 2.2.6 Assure materials ordering, storage, and control are done to company standards.
  - 2.2.7 Review qualifications of subcontractors and vendors.
  - 2.2.8 Review drawings, specs, code compliance and permits.

## **3.0 REQUIREMENTS**

- 3.1 Education: College Diploma preferred.
- 3.2 Experience: Minimum of 4 years experience related to construction projects.
- 3.3 Physical: Ability to read and interpret plans, to drive self to and through undeveloped sites, to climb stairs and be safely mobile within unfinished structures, and to communicate in noisy environments.
- 3.4 Mental: Ability to withstand noise, and to deal with constant multiple project developments requiring quick decisions.

## **4.0 REPORTING RELATIONSHIPS**

- 4.1 The Project Engineer reports to the Project Manager.

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## **5.0 AUTHORITY**

- 5.1 The Project Engineer has the overall authority to use the resources of West Coast Contractors to ensure smooth transition from estimating to construction to reporting and to take any reasonable action to carry out his/her responsibilities, as long as the action is within sound technical and financial practices and good business judgment, and consistent with the limitations established by the Project Manager and Company Policies.

## **6.0 RESPONSIBILITY AND DUTIES**

- 6.1 Assisting the Project Manager of West Coast Contractors to achieve all the Division's Organizational and Profit goals as established by the Project Manager.
- 6.2 Assist in planning, coordinating, scheduling and controlling the construction projects of the Company.
- 6.3 Assist in developing budgets with each Project Superintendent.
- 6.4 Prepare Reports and Documents for, and perform other tasks and duties as assigned by the Project Manager

## **7.0 STANDARDS OF PERFORMANCE**

- 7.1 The Project Engineer function has been effectively managed to meet Company objectives, when:
  - 7.1.1 Strategic and Profit goals of the Projects are met within the Project Manager' expectations;
  - 7.1.2 Relations with clients, employees, vendors, lenders, and the public are good.
- 7.2 The Project Engineer can effectively back up the Project Manager in the event of his/her absence.
- 7.3 Special assignments have been completed satisfactorily and within the agreed time frame.