

Project Engineer

Responsibilities Include, but are not limited to:

GENERAL

- Estimator assistance
- Prepare quantity takeoffs as required
- Review front-end documents and understand the requirements expected of Powell RYKA
- Assist with the preparation of the bidders list of qualified subcontractors, review with Estimator and Project Manager (PM) and Management
- Assist the PM with issuing drawings and specifications out to subcontractors
- for bid
- Send bid invitations to selected subcontractors and vendors
- Assist Estimator and PM in writing instructions to bidders
- Review subcontractor bids for compliance to the contract documents, and identify any long lead items
- When requested, prepare a value engineering log and tracking
- Assist the estimator and PM with our qualifications and assumptions for our bids and proposals
- Make calls to subcontractors for bids as required

TI SERVICE WORK

- Visit the site to familiarize yourself with the site conditions and project needs
- Develop client scope letters
- Develop subcontractor scope letters
- Create and issue proposals with supporting documents (sketches, photos, work letters and/or other required documents)

CONTRACTS

- Read and understand all Owner Contract Requirements
- Read and understand all Subcontract scope and requirements

PURCHASING

- Assist with the preparation and issue purchasing documents (i.e.: Subcontracts, Purchase Order, Service Agreement and Professional Service Agreement)
- Confirm subcontractor has current insurance coverage and other building required documents in place before performing and work
- Assist with the preparation of cost sheet for each project to maintain purchasing control
- Expedite any long lead materials if necessary or requested by the Owner

PROJECT MANAGEMENT

- Assist and support the Project Manager with the project start up meeting. Coordinate the assigned work tasks
- Assist and support the Project Manager with the weekly Owner/Architect/Contractor meetings and prepare weekly meeting minutes
- Conduct subcontractor coordination meetings for your assigned trades
- Administer the subcontract for the project for your assigned trades
- Monitor timely submission of Subcontractor Field Work Orders
- Create, update and maintain all logs. Change orders/estimates, RFI's, submittals and other building required logs
- Prepare Subcontractor/Vendor modifications if necessary
- Work with PM to ensure all billings to the Owner are per the contract terms
- Support field in expediting schedule, completion of field paperwork, expediting materials
- Coordinate and schedule job site visits with General Superintendent, Site Superintendent and/or Foreman at least twice per week
- Maintain subcontractor relationships
- Support Safety Program
- Perform quality control during job site visits and report to site and PM as needed

- Assist superintendent in managing and tracking all field costs and expenditures, including future projections
- Assist the Project Manager prepare a monthly Cost Report for all projects
- Track all subcontractor and vendor invoices for timely payment for your assigned trades

PROJECT CLOSE OUT

- Attend and setup punch list walk-through with Architect. Compile the punch list and forward to all subcontractors
- Chair job close out organization meeting
- Provide required close out information to the client at the end of the project (record drawings, O&M, warranties)
- Assist PM to make sure the project is 100% closed out in Accounting
- Coordinate completed project photo shoot for marketing materials

MARKETING

- Be constantly alert for future work with the client
- Sell Powell RYKA GC services for Service Contract work
- Keep the Client's best interests in mind
- Work with all the stake holders in the project to safely deliver a quality project on budget and on schedule. Remember the stake holders - Architect, Engineers, Building Manager, Banker, Subcontractors, Tenants, and Owner's Representatives, could lead to future work