



Job Title: Project Engineer
FLSA status: Exempt admin
Department/Division: Electrical/Civil
Reports to: Field Engineer, Superintendent, Project Manager

Position Summary: Manage all financial and cost reporting activities; assist the Field Engineer with various processes.

Position Responsibilities:

Safety

1. Assist with weekly toolbox talks, safety inspections, and incident investigations.
2. Maintain all required project safety records.

Contractual

3. Maintain submittal/RFI logs, timely receipt and review of submittals and shop drawings.
4. Create correspondence to owners, contractors, subcontractors, engineers, architects, and others with direction from the Project Manager.
5. Recognize changing conditions with respect to the contract and notify appropriate parties.
6. Monitor DBE payment and compliance status.
7. Take weekly jobsite photographs.
8. Assist with project close-out activities.

Engineering

9. Interpret designs and drawings; prepare accurate takeoffs.
10. Verify work-in-place quantities for invoicing/pay quantities; verify accurate payment to subcontractors and material suppliers.
11. Maintain as-built drawings.
12. Ensure all completed work complies with applicable codes, drawings, specifications, and special provisions, coordinate inspections and testing.

Accounting

13. Prepare accurate and timely construction financial data; monitor and track costs for force accounts.
14. Ensure prompt and accurate payment applications to the owner, payment of subcontractors, purchase orders, and invoices.
15. Maintain job costing system and update systems to reflect forecasts.
16. Generate and distribute weekly manhour reports and at a minimum, monthly pay applications.
17. Assist with the preparation of project status reports and participate in project status meetings; assist in the development of meeting minutes

**Administrative**

18. Review and approve craft timecards for accuracy, reflecting hours worked and cost codes to all purchases, timecards, contracts, equipment time and any other item involving cost.
19. Ensure correct setup and maintenance of filing system.
20. Process field new hires not completed by the corporate office.

Miscellaneous

21. Communicate and reinforce the Company vision, values, and goals.
22. Perform additional assignments per supervisor's direction.

Essential Skills and Experience:

23. Associate's degree in an electrical-related program or other formal electrical training.
24. Ability to read and interpret construction plans and specifications.
25. Excellent computer skills.
26. Basic understanding of cost analysis.
27. Effective communication skills, both verbal and written.
28. Strong organizational and time management skills.
29. Strong team player.

Reporting to this position: Field Project Coordinator, Interns/Co-ops.

To apply, contact Jennifer Watson at jwatson@ruhlin.com.