

## Job Description



## Project Engineer

### Responsibilities

- Develops project objectives by reviewing project proposals and plans; conferring with management
- Determines project responsibilities by identifying project phases and elements
- Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates
- Confirms product performance by designing and conducting tests
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions
- Controls project costs by approving expenditures; administering contractor contracts
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommends actions

### Requirements

- Strong project administrative skills in the construction management industry
- Excellent verbal and written communication skills

### Education

- Minimum of High School degree
- Prefer AA in Construction Management