

# PROJECT ENGINEER I



**Reports To:** PE/PC Manager

**FLSA Status:** Exempt

## **Job Summary:**

The Project Engineer (PE) works as an essential team member in a fast paced and ever changing environment responsible for assisting with the daily management, supervision, coordination and successful completion of the client project(s).

## **Job Scope and Essential Functions:**

### ***Responsibilities:***

- Translate and coordinate project document information (documents, drawings, specifications, contracts, meeting minutes, submittals, RFIs, change orders, etc.)
- Assist with project pre-planning, construction and post-construction tasks
- Maintain cooperative relationships with the Owner, Architect, Engineers, Subcontractors, Suppliers, Municipal authorities and KCC Company personnel
- Must be able to work with minimal supervision, take initiative, be self-motivated, flexible and resourceful, and maintain professionalism and confidentiality
- Must have the skill set to be trained as a project manager, a project superintendent, a pre-con estimator, a QA/QC associate or a safety associate
- Exhibit personal behavior that demonstrates commitment to safety
- Participate and be an active voice in L10 meetings. Create and achieve "SMART" rocks that improve both self and company
- Supervise projects for short durations and manage projects as the main point of contact when team members (Super and/or PM) are unavailable

### ***Role Competency:***

- Communication: verbal and written is accurate and punctual, has good listening skills, is a clear and concise communicator
- Dependability: meets commitments, works independently, accepts accountability
- Interpersonal: builds strong relationships, is flexible, solicits performance feedback and handles constructive criticism, approachable, friendly and encouraging and open-minded

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- Problem solving: understands underlying issues, shares resolutions and critical details
- Productivity: manages a fair workload, volunteers for additional work, manages time well, handles information flow
- Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve
- Prioritization: analyze and organize project tasks, in order of importance, taking into account all variables that affect the overall outcome.

## ***Behavioral :***

- Personal Awareness – Time management, patience/level-headed, organized, self-motivated
- Problem Solving – Manages conflict, takes initiative, new ideas, adapts/flexibility
- Leadership – Decisive, innovative, motivating, positive role model, accountable
- Team Building – mentor others, define goals and achieve together

## ***KCC Core Values:***

- Reputation
- Teamwork
- Caring
- Do The Right Thing
- Whatever It Takes
- Fun

## ***Qualifications:***

- Bachelor's Degree in any AEC field, Associates Degree in Construction or equivalent work experience
- Willingness to travel outside of Illinois for projects

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## ***Technology Skills:***

- IOS
- Microsoft Office Suite
- Microsoft Project
- Procore
- Bluebeam
- Drone (FAA certification and flight management)
- Video/Web Conferencing
- AutoCad (recommended)
- Earthworks (encouraged)
- Revit / Navisworks (encouraged)

## ***Future Licensure / Certification:***

- LEED BD+C
- OSHA 30 Hour
- ASHE (recommended)
- CPR/AED/BBP and First Aid (recommended)
- eRAILSAFE (recommended)

***Physical Demands:*** is capable of driving short and long distances to visit project sites, capable of walking project sites including demands of ladders, uneven terrain and challenging weather conditions, may travel to out of town project sites via automobile or airplane.

***Working Conditions:*** 50% field environment and 50% office environment

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## Project Engineer – Baseline Accountability

All Krusinski Construction project team members are **responsible** for the successful completion of projects. Project Engineers and ultimately Project Managers are **accountable** for the successful completion of projects. This is inclusive but not limited to client satisfaction, project quality, schedule, budget and the financial profitability of construction projects.

Project Engineers will work with all project staff on a daily basis including Project Managers, Project Superintendents, Project Coordinators, QA/QC, Pre-Construction and Safety to review all operational priorities. They will also be charged with developing a positive rapport with external members of the Project Team including Clients, Architects, Engineers, Subcontractors, etc. The ideal skill set of an experienced Project Engineer is defined below. It takes effort and time to gradually increase proficiency in each skill as well as a concerted effort to find those opportunities to advance your abilities. Possible career path progression is listed next to each skill, these align with an entry level position on that career path.

ACCOUNTABILITY - PE Core Responsibilities	FUNDAMENTAL
RFIs (Requests For Information) - Create well-written RFIs to aid in responses. Track and push for timely answers as to not interfere with project schedule.	All PEs
SUBMITTALS - Can thoroughly review, coordinate with other trades and process submittals, product data, shop drawings, samples, calculations, etc.	All PEs
CHANGE ORDERS - Can identify, monitor, analyze, price and project costs. Can assemble all required paperwork (PCOs, PCCOs and CCOs)	All PEs
MEETING MINUTES - Ability to identify, disseminate and record appropriate critical project issues, decisions and impacts	All PEs
DOCUMENT CONTROL - Can gather, review and manage all drawings and specifications; can track and distribute to all parties	All PEs
CORE PROCESSES - Demonstrate the precise ability to follow the core processes associated with the 5 above tasks	All PEs

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## Project Engineer – Skill Set 1

ABILITIES - Gain and Improve Your PE Skill Set Over Time with Exposure to all Facets of a Project	
SKILL SET 1 - PE I	PATH PROGRESSION
KCC's Story – Know the general company and family history, the organizational chart and recite an elevator pitch	PE II
EOS - Strong understanding of the company VTO and the ability to break those larger goals down into smaller "rocks" to help reach those larger goals	PE II
Permits – The ability to facilitate the building permit procurement process from start to finish	PE II
COI Tracker - Be able to decipher and identify potential red flags on the tracker (expired COIs, no executed contract, missing COIs) alert the team and take action to resolve	PE II
Procurement Log - Strong ability to manage and accurately track material lead times to provide the superintendent with critical information onsite	PE II
Punch List - Lead punch list walk, set ground rules, record PL items via text and photos, compile final list and distribute to team. Continual management until all items are closed.	PE II
Training Videos - Overall coordination to initiate, schedule and plan the video training onsite. Manage the final product files after training has been recorded by superintendent	PE II
O&M Manuals - Facilitate, in a timely manner with PC assistance, the compiling of as-built drawings, warranty letters, product information, etc. and final "Sharefile" submission to owner	PE II
Attendance at all required meetings - Has the self-discipline to be on time and mentally present at all project and role required meetings. Looks ahead on their calendar and makes necessary provisions for all upcoming meetings	PE II
OAC meeting staple. Review safety as the first agenda item at every OAC meeting.	PE II
PPE – 100% PPE compliance all the time. Enforce KCC policies and procedures when onsite. Everyone at KCC is responsible for safety!	PE II