

# PROJECT ENGINEER II



**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

# PROJECT ENGINEER II



- 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
- 1-3 years of experience in construction industry or related work experience acting as a PE
- Willingness to travel outside of Illinois for projects
- Can perform all skills of a PE I with high proficiency

# PROJECT ENGINEER II



## *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

# PROJECT ENGINEER II



## 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 s 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

# PROJECT ENGINEER II



## 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

# PROJECT ENGINEER II



## Project Engineer – Skill Set 2

SKILL SET 2 - PE II	PATH PROGRESSION	
Purchase Order Process - Can assemble a PO inclusive of scope and back-up. Facilitate the process with the Project Coordinator through execution	PE III	
Site Logistics Plan - prepare logistics plan identifying KCC office trailer setup, material staging, site access, trade parking, owner logistics, etc. to facilitate a well organized jobsite	PE III	
Create a high-level preliminary project schedule with accurate task logic, durations and critical path inclusive of precon and construction phases for a project bid	PE III	
Subcontractor Agreement Process - Full understanding of the overall process. This entails the pre-qualification process, the award process and the subcontract creation process	PE III	
Owner Contracts – Knowledge of the project specific owner contract agreement terms that apply to the project (mark-up, LDs, delay days, payment term) Use CFO's Cheat Sheet.	PE III	
Project Team Coordination – Ability to schedule, lead, facilitate and document Project Team meetings.	PE III	
Industry Events - Periodic attendance at industry events (3-4 times a year) to build your presence in the industry. (award events, golf outings, ASA, young leader events, etc.)	PE III	
Design Coordination - Can identify potential design/constructability issues and resolve through coordination between subs and A/E team	PE III	
Budget Forecasting – Utilize Procore budget tool to forecast project costs at completion to determine the overall project profit	PE III	
Scheduling – The ability to develop and coordinate an overall detailed project schedule that includes design development, construction documents, subcontractor material procurement, permitting, construction activities and critical path utilizing MS Project	PE III	
Exposure to all components of the bidding process including: detailed estimating, take-offs, subcontractor bid process, project scheduling, setting project scope, subcontractor scope review, site logistics and general conditions	PE III	PRECON
Exposure and general knowledge of Smartbid, CostOS software and Earthworks	PE III	PRECON
Value Engineering – Ability to identify cost savings opportunities on the project	PE III	PRECON
Scope Tabs: List all scope, analyze bids, digest, compare balanced scope, review with subs in order to produce a leveled bid tab and allow award	PE III	PRECON
Participate in the QA/QC core processes (Pre-Con QA Meeting, Post Award QA Meeting and Project Specific Quality Plan) to support our commitment to providing quality construction	PE III	QA/QC
Review field installation to insure that the work is in strict accordance with the contract documents	PE III	QA/QC
Lessons Learned - Understanding of the KCC LL Library and be able to recall LL that would be applicable to current project to avoid similar mistakes, rework, cost and time.	PE III	QA/QC

# PROJECT ENGINEER II



## Project Engineer – Skill Set 2 (continued)

Well versed in SSSPs, THAs, Toolbox Talks, TBVD (Talk Before You Dig), and Utility Locates	PE III	SAFETY
OSHA 30	PE III	SAFETY
Exhibit personal behavior that demonstrates commitment to safety	PE III	SAFETY
Subcontractor Orientations - Conduct a sub orientation meeting and document properly before allowing any work onsite	PE III	FIELD
Field Management - Daily coordination and direct communication between all trades to avoid field issues or schedule delays	PE III	FIELD
COIs and contracts in place - Read the COI tracker when sent out by the PC and chase down any open items (COIs, 2nd tier COIs, unexecuted contracts, note high EMR, etc.)	PE III	FIELD
Familiar with all required daily and weekly paperwork onsite. Maintain accurate records that are current each day (not "catching up" later)	PE III	FIELD
Daily Log - Fill out a daily log onsite with complete and descriptive information (men onsite, hazards, deliveries, weather, delays, competent persons, etc.)	PE III	FIELD
Onsite Supervision - Ability to watch a project acting as superintendent for an abbreviated amount of time. Fulfilling the role of an Assistant Superintendent.	PE III	FIELD
Has demonstrated the ability to successfully operate in the role of Superintendent	PE III	FIELD