

POSITION DESCRIPTION

Project Engineer I, II, Sr.

Revised 11/2020

Reports to: Operations Manager/Project Manager

FLSA Status: Exempt

Position Summary

The Project Engineer is responsible for assisting the Project Manager with administrative duties associated with the project, material releases, vendor follow-up, coding invoices for A/P, routine correspondence, field dimensioning, change orders, submittals and labor and delivery schedules.

Duties and Responsibilities

- Assist in the development, preparation, and finalization of project schedule.
- Responsible for procuring and submitting all project submittal information as well as managing the approval process.
- Responsible for assisting with the administration of the subcontract requirements, contract documents, and change orders.
- Coordinate communications and correspondences from owners, general contractors, and subcontractors.
- Ensure project quality control procedures are followed during construction process, in accordance with the contract documents and ISEC policies and procedures.
- Responsible for job closeout being performed in a proper and efficient manner, while keeping the Project Manager informed.
- Assist in resolution of conflicts with clients and customers.
- Record all applicable information in Project Control/Document Control System with target dates for completion of tasks.
- Review Job Costs with Project Manager.
- Manage shop drawings through project specification, general contractor review, and final installation to the field. Follow up with internal and external customers on shop drawing changes and schedule changes or delays.
- Release material in a timely manner and coordinate deliveries.
- Visits jobsites as needed; understands jobsite environment and reviews jobsite progress
- Maintain a Shortage and Breakage Log and reorder material as necessary.
- Prepare operation and maintenance manuals, guarantees and submit in accordance with specification requirements on each project.
- Assist Project Manager in preparing monthly billings, cost projection and weekly logs

Safety Responsibilities

Manage and implement ISEC Safety requirements:

- Promote a positive atmosphere for safety excellence committed to the Safety Promise.
- Coach employees who need improvement and assign work to only those employees trained and qualified to perform the task.
- Ensure all recognized safety deficiencies are promptly corrected.
- Report all injuries and incidents to Managers and Safety Department.
- Planning and coordinating deliveries to the job following safe and best practices.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing or activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Customer Service Skills:

- Demonstrates commitment to deliver outstanding service – both with internal and external customers
- Takes ownership to personally resolve customer problems (or find someone who can)
- Listens well, asks clarifying questions, and checks for agreement with customers
- Committed to following-up with customers in all instances in a timely manner
- Strong sense of accountability - ensures that you will do what you say that you are going to do
- Creates a personal connection with customers – smiles, warm greetings, acts friendly and respectful
- Positive attitude

Project Engineer I:

Preferred Qualifications (in addition to minimum qualifications)

Education/Experience

- Bachelor's degree in a related field

Minimum Qualifications

- 0 – 3 years of experience

Knowledge, Skills and Abilities

- Basic knowledge of ISEC products, services, processes and projects
- Understands project plans and specifications
- Works autonomously at times
- Seeks guidance for unusual or complex problems and supervisor approval for changes in standards
- Engages in company culture
- Open to feedback and flexible to change
- Proficient in MS Office Suite
- Efficient written and verbal communication skills
- Strong prioritization and organizational skills, detail-oriented

Project Engineer II:

Preferred Qualifications (in addition to minimum qualifications)

Education/Experience

- Bachelor's degree in a related field

Minimum Qualifications

- 3 - 6 years of experience
- Meets all Minimum Qualifications of Project Engineer I, in addition to the following:

Knowledge, Skills and Abilities

- Intermediate knowledge of ISEC products, services, processes and projects
- Earns trust and takes additional ownership of projects, results and customer service

- Confidently presents self to internal stakeholders and external customers
- Takes responsibility for many vendor and customer relationships
- Understands jobsite environment and reviews jobsite progress with little to no supervision
- Ability to lead an assignment/special project from start to finish
- Makes decisions independently depending on level of complexity
- Functions autonomously most of the time
- Ability to be strategic/think critically and analytically
- Ability to navigate and mitigate risk
- Initiates and maintains relationships with key staff and other departments
- Contributes to the company above and beyond project(s)
- Assist in development/mentoring of Level 1

Sr. Project Engineer:

Preferred Qualifications (in addition to minimum qualifications)

Education/Experience

- Bachelor's degree in a related field

Minimum Qualifications

- 5+ years of experience
- Meets all Minimum Qualifications of Project Engineer I and II, in addition to the following:

Knowledge, Skills and Abilities

- Advanced knowledge of ISEC products, services, processes and projects
- Ability to take on more complex jobs, fill in for a PM and run a project with limited oversight
- Demonstrates a high level of relationship building with internal and external customers and supply chain
- Involved in field operations and impacts most of the strategy and execution on projects
- Exposure to multiple or larger projects with increased scope and complexity
- Independent decision making
- Fully autonomous in position
- Directs activities; offers recommendations and solutions
- Demonstrates problem solving and mature judgement in anticipating and solving issues
- Assist in development/mentoring of Level 1 & 2; may have a direct report

Project Engineer I

Project Engineer II

Sr. Project Engineer

Signature: _____

Date: _____