

**Tonn and Blank Construction**  
**Job Description**  
**Project Engineer**

Classification: Exempt, Full-Time

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Project Engineer through the outline of his/her duties, authorities, and responsibilities.

The Project Engineer is to assist the Project Manager to ensure that projects are planned, coordinated and completed in a timely, efficient, effective and profitable manner. The Project Engineer will be held responsible for all aspects related to his or her assignments.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- Bachelor Degree in Construction Related Field from an accredited institution of higher learning
- Willing to accept responsibility to acquire training to possess an OSHA 10 certification, successful drug, alcohol, MVR and background checks.
- Willing to accept responsibility to acquire specialized training.

**Skills and Personal Attributes:**

Skills required:

- Assist the Project Manager to prepare accurate project cost estimates and schedules
- Assist the Project Manager to troubleshoot and resolve problems before they become major issues
- Ability to communicate with owners, architects, engineers, subcontractors and suppliers
- Ability to learn the working knowledge of construction legal issues including contracts, liens, labor standards, safety standards and other related topics
- Assist the Project Manager in managing all aspects of construction projects effectively and efficiently included budgeting, scheduling, QA, safety, owner and architect correspondence, billings, subcontracting, contract management

- Assist the company in developing business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Develop knowledge of Company Estimating, Scheduling and Project Management software
- Develop knowledge of Microsoft Office Applications
- Excellent verbal, written, communication and computer skills
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Assist the Project Manager in working with the Estimating Department to create proposals, RFP's, budgets and estimates for projects
- Assist the Project Manager in setting up and/or supervising the set-up of projects in Timberline including (but not limited to ):
  - Job establishment and each respective section of the set up process
  - Schedule of Values
  - Estimate
  - Billing requirements
- Assist the Project Manager in competitively procuring materials, equipment and subcontracts. Perform a detailed review of the bids received to enable the buy out of the project at or below the amount(s) in the original estimate.
- Assist the Project Manager with writing subcontracts, purchase orders and change orders in a timely manner so that they are executed and resources are available prior to their scheduled delivery including solidification of the subcontractor's insurance prior to job site presence.
- Assist the Project Manager with managing projects on a daily, weekly and monthly basis including (but not limited to):
  - Prepare requests for payment with the required time frame
  - Monitor, follow-up and collect all project receivables with the contractual terms
  - Complete buy-out of all subcontracts, material and other suppliers within 4 weeks of Prime Contract Execution
  - Assist in the tracking of job costs
  - Assist in monitoring and maintaining the project schedule including interaction with subcontractors, material suppliers and other vendors
  - Ensure pre-task planning for coordination, quality control, and safety is being properly done on the projects

- When needed assist in the collection of data for any alleged bodily injury / property damage incident related to the project.
- Prepare and submit submittals. Create and update submittal log to ensure all open items are resolved in a timely manner
- Coordinate with Project Superintendent all RFI's. Ensure that all field RFI's have been properly entered in the PM software. Review the RFI log to ensure that all open items are resolved on a timely basis.
- Assist Project Manager in the completion of project close-out documentation and ensuring that the punch list is completed in a timely and cost-effective manner
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned.

### **Measures of Performance**

The Project Engineer shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All projects are completed within the contractual terms, in accordance with the project specifications, delivered on time and within budget
- All project documentation is accurate, complete, timely and current
- Project Engineer is deemed to add value to the project and to the Project Manager
- Owners are happy with Tonn and Blank and will use Tonn and Blank on future projects
- Project Engineer complies with all Tonn and Blank policies and procedures