

**JOB TITLE:** Construction – Field Engineer

**DEPARTMENT:** Construction

**DIVISION:** Central

**FLSA:** Exempt

**DATE OF REVISION:** 2/10/16

### 1. PRIMARY FUNCTION

- To assist the Project Manager and Superintendent(s) in managing the subcontractors and suppliers on a project site.

### 2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Observe how to manage a project.
- Review the project's construction documents, looking for possible future problems and conflicts.
- Update and monitor all construction documents with changes through Procore.
- Walk the site looking for unsafe practices, unauthorized personnel, product deficiencies or improper construction methods and report all identified unsafe work practices to supervisor.
- Ensure that all subcontractors accurately complete and submit their daily reports and weekly safety meeting minutes.
- Record work progress on daily reports by issuing subcontractor's reports and observations.
- Develop, organize and track office documents as directed by Project Manager and Superintendent.
- Help create, distribute and manage punch list to all rough trades (HVAC, electrical, plumbing, security, phone, TV, fire and framing).
- Check all rough trade's work prior to inspection by City officials.
- Check all material deliveries, ensuring quality and count.
- Maintain delivery log.
- Assist Superintendent and Project Manager in maintaining and enforcing company's safety policies.

### 3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lock up and close down the job site.
- It must be understood that these are minimal duties and other duties will be assigned by the supervisor.

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

**4. KNOWLEDGE AND EXPERIENCE REQUIRED****A. EDUCATION:**

- Bachelor's degree in construction management or related field is required.

**B. LICENSES OR CERTIFICATIONS REQUIRED:**

None

**C. RELATED WORK EXPERIENCE:**

- |                                     |                    |                          |                  |
|-------------------------------------|--------------------|--------------------------|------------------|
| <input type="checkbox"/>            | None               | <input type="checkbox"/> | 4 - 6 years      |
| <input checked="" type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/> | 7 - 9 years      |
| <input type="checkbox"/>            | 1 - 3 years        | <input type="checkbox"/> | 10 or more years |

**Describe the nature of the prior experience:**

- At least one year of experience in construction is required, preferably multi-family construction.

**D. OTHER CONSIDERATIONS:**

- Must have good working knowledge of construction management theory and practice. Must be PC proficient and have a good knowledge of construction and business software, including scheduling, estimating, spreadsheets and word processing. Must have excellent written and verbal communication skills.

**APPROVALS:**

\_\_\_\_\_  
TEAM LEADER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES

\_\_\_\_\_  
DATE

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