

# PROJECT ENGINEER

Reports directly to: Project Manager, Superintendent or Designated Supervisor

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## **PRIMARY PURPOSE:**

Assist the Project Manager and Project Superintendent in providing the overall contract administrative and technical direction of a commercial building or Industrial construction project.

## **DUTIES:**

1. Draft, input and update project schedule using SureTrak. Communicate effectively to all related parties.
2. Process RFI's and shop drawings utilizing Prolog following prescribed procedures.
3. Perform weekly and monthly safety, quality and productivity audits following prescribed Danis procedures.
4. Assist Project Manager in Purchasing, Invoice Approval, Quotes, Change Orders, Engineering and Quality Control, and Safety processes as described in the Danis Policies and Procedures Manual.
5. Update documents and expedient distribution of revised documents to all involved parties.
6. Handle spare parts and O & M Manuals in accordance with contract document requirements.
7. Maintain official project log and documentation files on Prolog.
8. Perform additional assignments and assume additional responsibilities as directed.

## **ADDITIONAL RESPONSIBILITIES:**

- Assist in the training/orientation of employees when needed.
- Assist in the employment processes as requested.
- Promote teamwork and positive communication among employees.
- Attend and participate in miscellaneous site meetings, sharing knowledge, information, and ideas when needed.

## **SKILLS AND ABILITIES:**

- Basic understanding of industry practices, processes, standards, etc. and their impact on project activities.
- Basic leadership skills.
- Effective communication and interpersonal skills essential.
- Excellent organizational and planning skills.
- Basic supervisory skills.

## **EDUCATION AND EXPERIENCE:**

- Four-year Engineering or Construction Management degree.
- Minimum 2 terms of college internship experience with a General Contractor, with progressively demanding duties.

## **WORKING CONDITIONS:**

If assigned to a Project Manager, spends much of their time in an office environment, either at their desk or around the office/trailer. Often travels by automobile to corporate offices in Dayton, Cincinnati or Columbus. Often visits construction site where weather and conditions can reach extremes. Regularly exposed to blowing dirt and other airborne materials. If assigned to a Superintendent, spends most of their time on the actual construction site, increasing their exposure to weather conditions.

## **PHYSICAL DEMANDS:**

Occasionally may lift up to 50 pounds. May spend a number of hours daily standing and walking. Must be able to regularly work long hours (8+).