



TITLE: Project Engineer Commercial Division

JOB SUMMARY: Project Engineer provides administrative support to Wolf Project Management Team to manage the full scope of Wolf Construction projects. Project Engineer serves to bridge the gap between field operations and office operations. Represents Wolf Construction to employees, customers and vendors in a manner that reflects well on the company.

REPORTING:

- Reports to General Manager
- Direct Reports: NA
- Indirect Reports: Foremen and Crew Leads

KEY RESPONSIBILITIES:

- Reviews and tracks the progress of current projects daily/weekly using Team Gantt Chart.
- Reviews and tracks upcoming jobs and estimated jobs using Team Gantt Chart.
- Manages WOH (work on hand) and WIP(work in progress)reports on monthly basis.
- Participate in sales meetings with Sales and Estimating Team, production meetings with Project Management and field staff.
- Works with Project Managers to review project start-up checklist and project schedule, and then help facilitate the collection/processing of missing documents.
- Works with Project Managers to review project needs such as lifts, equipment, fasteners, materials, crews and create a strategy to buy, rent, and transfer missing items.
- Works with Project Managers to generate, complete, and submit pay applications in a timely manner.
- Works with Project Managers to generate, complete, and submit change orders in a timely manner.
- Helps organize and maintain project files, both digital and hard copies.
- Generates F.I.T. (field information transfer) sheets for field staff: plans, scope of work, job site info, safety docs
- Serve as an "in-office point" of contact for field staff administrative needs: copies of plans, change orders, scope questions, access to jobsite information, etc.
- Works with Project Managers to complete subcontractor pay applications on weekly basis.
- Procures and organizes subcontractor documents for files: Insurance Certs, W9, contract, PO, etc.
- Help facilitate ordering, receiving, unloading, loading and delivery of fasteners and miscellaneous items at Wolf Construction offices.
- Occasionally help facilitate on-site activities such as deliveries, equipment drop offs, attending jobsite meetings, etc.

KEY SKILLS:

- Ability to climb ladders, both extension and step
- Ability to climb and inspect work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Ability to read and understand blueprints, drawings, specifications, and layouts
- Basic understanding of Microsoft Office Work Suite – primarily Word and Excel
- Basic understanding of cost build-ups, estimates, and profitability reports
- Effective communication skills – verbal and written

PRIVILEGES / AUTHORIZATIONS:

- Assigned a company vehicle on an as-needed basis
- Company provided cell phone (reasonable amount for personal use)
- Office space (may be a shared space) and a designated computer (desktop or laptop)
- Limited access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Access to tool and nail cages

WORKING CONDITIONS:

- 10% of time is spent working at job sites. Some driving is required. Valid driver's license is required.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat. The Project Engineer may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Project Engineer must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job may at times be physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools, lumber and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

HAZARDS:

- Normal hazards associated with construction environment

COMPENSATION:

- Salary (\$35,000-\$45,000 or commensurate with experience)
- PTO (per years of service)
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Office Rate
- Dental, Vision, Short Term & Long Term Disability Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts