



## PROJECT ENGINEER

Updated: September 2022

<b>Division:</b>	<b>Azteca Enterprises, Inc.</b>
<b>Project Location(s):</b>	DALLAS, TX
<b>Minimum Years Exp:</b>	3+
<b>Travel Involved:</b>	None/Not Specified
<b>Job Type:</b>	Full Time
<b>Job Classification:</b>	Skilled- Engineer
<b>Education:</b>	Bachelor's Degree
<b>Job Family:</b>	Construction
<b>Reports To:</b>	Project Manager

### Position/ Job Description:

The Project Engineer's primary function for **AZTECA ENTERPRISES, LLC.**, is essential to the successful Construction of projects. This position is important to our firm and the fulfillment of the duties and responsibilities contribute to the overall success of the company.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the Project Engineer. To promote a harmonious relationship between the Project Engineer, Project Manager, Superintendent, Contracts Administrator, Project Coordinator, Foreman, and crews, who must work closely together.

The Project Engineer is directly responsible to the Project Manager, Operations Manager, VP of Operations, or Sr. Vice President for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not responsibility.

### Essential Duties and Responsibilities

The Project Engineer's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- A. Efficient coordination of field and office activities on assigned projects, including job-scheduling activities.
- B. Company liaison with Owner, Architect and Engineer.

The Project Engineer function is essential to the successful Construction of projects. He/she must have the following qualifications:

- 1) A thorough knowledge and background in the construction industry.
- 2) Ability to make accurate quantity surveys and to estimate the cost of materials, labor, equipment, and subcontractor's work, ascertaining that all areas have been accounted for prior to submitting estimate for review.
- 3) Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties' information of a confidential nature pertaining to the company's Constructions or bids.
- 4) The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed.
- 5) Ability to carry out the duties described in the job description in an efficient manner.

The Project Engineer's principal duty for **AZTECA ENTERPRISES, LLC.**, is to assist with the daily details of the project, including scheduling, assist with budgets, submittals, changes and coordination of office and field activities during the construction period. *Specifically:*

## **DUTIES**

- 1) Coordinate final inspection of projects; secure documents for final close out, certify completion and prepare close out forms for projects; review projects prior to end of warranty period for non-compliance items.
- 2) Manage development and issuance of construction documents for bidding or pricing; assist with setting bid dates, open bids, and assist in securing approval to proceed with projects; issue notice to proceed.
- 3) Review and coordinate contract provisions required by administration of job requirements; inspect projects for compliance with construction documents and owner standards and quality.
- 4) Maintain an up-to-date file or library of material suppliers and qualified subcontractors by category.
- 5) Study and understand the contract documents of each project before, as well as after estimating to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the Construction Manager.
- 6) Investigate conditions at the jobsite prior to bid to understand and evaluate site accessibility, surface and underground conditions and any condition that would affect construction methods and costs.
- 7) Coordinate material deliveries and subcontract work in accordance with progress schedule and adjust as necessary due to changes.
- 8) Resolve, or assist Job Superintendent in resolving, design and detail problems with owners, design agents, suppliers, and subcontractors.
- 9) Attend preconstruction and job meetings.
- 10) Prepare cost breakdown; review with Job Superintendent for concurrence, have it approved by the Construction Manager before release to accounting, and adjust as required by changes.
- 11) In conjunction with the Job Superintendent and Project Manager, prepare periodic percent completion data for job cost report and monitor printouts to correct miss-postings and other errors.
- 12) Analyze job cost reports to determine recommended action on overruns.
- 13) In conjunction with Job Superintendent, prepare data for monthly invoices and submit in a timely manner to the Accounting Department.
- 14) Assure that details and submittals are received, submitted, corrected, approved, and returned to the suppliers and subcontractors to assure delivery of materials and equipment to support progress schedules.
- 15) Maintain and supervise adequate plan files and data control.
- 16) Monitor maintenance of applicable contract files.
- 17) Assist and cooperate with Job Superintendents in maintaining good subcontractor relations and activities, as well as other areas requiring coordination between field and office.
- 18) Estimate and submit timely change proposals to the design agent or owner. Prepare and execute change orders between the company and architect and subcontractors.
- 19) Request extensions of time as required by contract documents.
- 20) Monitor the maintenance of as-built drawings by the Job Superintendent as required on projects. Assure maintenance of a permanent record set, or that "as-built" information is transferred to permanent record set.
- 21) Attend seminars on estimating, management, and construction techniques at the President requests.
- 22) Prepare special reports requested by the VP of Operations, Sr. Vice President and President.

## **Authority**

The Project Engineer derives authority from the Project Manager, Construction Manager, and Sr. Vice President and is granted full authority to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

## **CONCLUSION**

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Sr. Vice President, VP of Operations, or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Project Engineer will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.