

LEGACY

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Functional Role **(Project Engineer)**

Job Title: Project Engineer
Reports To: Project Manager, Project Superintendent
Supervises: None
FLSA Status: Exempt
Department: Construction
Prepared by/Date: HR
Approved by/Date: February 21, 2018

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

Summary and skills needed.

The Construction Project Engineer will support the project management team by assisting with all aspects of construction start to closeout. Coordination of the start-up of a project, project schedules and forecasts. Review of engineering deliverables and regular project status reports. Tracking of long lead time fabrications and materials for on time delivery. Effective communications between design team, technical, construction, and project controls groups. Assist the Project Manager and Project Superintendent to ensure the job is constructed according to the project plans including budgeting, scheduling, and planning.

QUALIFICATIONS:

- **Education:** A 4-year degree with a concentration in Building Sciences preferred
- **Experience:** Previous experience as Project Engineer with a multifamily *or* commercial building construction contractor.
- **Attendance:** This position is exempt from overtime. It is scheduled for a typical 40- hour workweek, however, demands can be great, and the associate should expect to work significantly more hours.

ESSENTIAL JOB FUNCTIONS

- **Project Planning**
 - Review plans and specs with Project Team
 - Monitor and maintain project schedule activities assigned by the Superintendent
 - Monitor and assist in coordination of jobsite logistics
 - Assist in securing all required building inspections and related trade inspections

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- **Cost Control**
 - Control costs relating to General Conditions
 - Confirm all deliveries are accurate and complete
 - Confirm all field expenses related to temporary manpower and rentals

- **Project Administration**
 - Maintains and assist PM with preparation of weekly project updates and reporting
 - Competent in use of RedTeam project management software
 - Reviews submittals for conformance to contract documents
 - Tracks submittal process and logs
 - Assist in updating of the project as-built drawing set
 - Prepare detailed written punch lists and distribute to a subs and vendors with due dates for completion. Check punch list items for completion
 - Maintains the RFI Log
 - Become familiar with all Subcontract documents and scopes of work

- **Leadership**
 - Foster a cooperative and informative relationship among the Construction Team
 - Develop team work atmosphere with the Subcontractors
 - Ensure working relationship with Management Team and address all their concerns and issues promptly

- **Safety and Risk Management**
 - Monitor and enforce all Company Safety policies and procedures
 - Maintain construction site in strict accordance with OSHA guidelines
 - Assist in weekly on-site Safety meetings with Subcontractors
 - **Assist in** follow up of correction of all safety violations items in a timely manner
 - Coordinate safety assessments with Superintendent and/or Safety Director
 - Assist in maintaining a clean job site free of unprotected hazards

- **Field Operations**
 - Assist team in oversight of all jobsite activities
 - Assist Superintendent in managing overall project schedule and delivery of units
 - Assist in conducting on site meetings with Subcontractors
 - Assist in preparation of punch lists and turnover of units
 - Assist in securing building inspections and certificates of occupancy
 - Assist in planning, organizing and controlling material procurement and storage
 - Assist in maintaining inventory log on sensitive materials such as appliances
 - Observe work and safety rules

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Additional Responsibilities

Skilled level in use of Microsoft Office and Red Team Project Management Software

Team Player

Problem Solver

Good Communication Skills

LEGACY CORE VALUES

Innovative

Embrace change, solve problems, self-improvement

Do the Right Thing

Honest, integrity, and pride - no corner cutting even when hard.

Team Approach

Positive, Respectful, encouraging team player

Customer Focus

Internally with team and externally

Perseverance

Never give up, find solutions for problems

100% complete

Passion

Use your passion as a fuel for your purpose, and encourage others