Construction Project Engineer

Position Summary:
The Construction Project Engineer (CPE) role is responsible for supporting the project and staying involved through project completion to ultimately deliver projects that are constructed safely, completed with high-quality, handed over on time and closed below or at the estimated cost. The CPE must practice effective communication (verbal, written & non-verbal) with the willingness to engage all project stakeholders and apply critical thinking skills towards routine problem solving. CPE’s represent the company in the office and on the jobsite supporting the project team in the execution of the work. CPE’s assist and help subcontractors interpret the project requirements, support the project team by ensuring the job is constructed according to the project plans, and assist in project controls, scheduling, and planning.

The CPE is an important resource supporting the project from commencement to close out. Responsibilities shall include, but not limited to:

1. Programming Phase
   a. Understand and document client requirements
   b. Define high-level project scope of work
   c. Determine equipment, site and building layout constraints
   d. Investigate state and local code and permit requirements
   e. Create conceptual site, plan, and key section drawings to convey scope to client
   f. Develop rough order of magnitude budgets
   g. Identify overall timelines and constraints in the form of a level 1 schedule

2. Schematic Design Phase
   a. Refine scope of work with input from client, sub-consultants, vendors, subcontractors, and Summit team members
   b. Procure and manage the services of subconsultants and/or internal design resources
   c. Collect and review preliminary information from equipment suppliers, subcontractors and/or vendors
   d. Work with the design team to develop preliminary project documents including site plans, floor plans, sections, elevations, single line electrical and coordination drawings
   e. Determine project budget for internal and/or client review and approval
   f. Verify compliance with client requirements, state and local codes and regulations
   g. Review schematic documents with key Summit operations team members and incorporate comments as appropriate
   h. Develop and manage detailed design schedule and work with operations lead to refine overall project schedule
   i. With support from Summit leadership, secure client approval and release for next phase

3. Detailed Development Phase
   a. Complete draft contract documents including the scope of work (with assumptions, clarifications, exclusions and allowances), schedule of values, and milestone schedule.
   b. Develop Issue for Bid project documents and lead internal team members, subcontractors, and vendor partners in the development of a complete project cost
   c. Verify compliance and completeness of submittal information from equipment suppliers, subcontractors and/or vendors
   d. Ensure timely completion of Issue for Construction drawings and specifications
   e. Produce required permitting documents and assist owner in securing permits
   f. All projects are different. Responsibilities vary with type and complexity of project.

4. Construction Phase
   a. Documenting preconstruction meetings
   b. Support of estimating and material take-off
   c. Generating procurement documents for labor, materials & equipment
   d. Participating in and documentation of safety planning activities
   e. Facilitating subcontractor prequalification; and jobsite mobilization

Construction Project Engineer 1
The CPE is an administrative and technical support resource for the project through the execution, handover and closeout phase activities. Administrative and technical responsibilities shall include, but not limited to:

1. participating in & documentation of safety management / quality management
2. development of expertise in ViewPoint (Vista, Team, Field View)
3. supporting cost & schedule controls, including the tracking of labor & material procurement
4. support change management and commissioning, handover, and closeout.

Expectations & Objectives:

- Practice and demonstrate “Safety as a value”, Quality as a value.”
- Support safety and quality planning and conduct jobsite observations to eliminate injuries and possible rework.
- Support the implementation of consistent project Quality reporting to ensure that Summit’s quality expectations are met.
- Tracking and reporting on project schedule milestones and activities.
- Collaborate with Preconstruction and Operations at each project lifecycle phase to identify opportunities to drive productivity, project execution and overall margin performance.
- Demonstrate timely problem solving and the ability to mitigate risk in alignment with each stakeholder’s (Owner, Summit, Subs, Suppliers) goals & objectives.

Essential Functions / Major Responsibilities:

- Collaborate with design professionals, clients, subcontractors, and field personnel to address complex construction coordination issues.
- Identify and address potential issues in advance and utilize technical problem solving to avoid execution impacts to the project and address performance execution issues with a sense of urgency.
- Assist Project Manager & Project Superintendent in driving project safety performance in alignment with the site-specific safety plan.
- Rigorously support the onsite quality control efforts from preconstruction document review, site observation reporting and QA/QC testing to ensure we hand over a quality product to our clients.
- Review the project scope and drawings and develop and understanding that allows for identifying issues and concerns for design resolution.
- Participate and provide feedback in the design & constructability review process.
- Support the bid process and bid package preparation, including the development of specific scope of work.
- Support the subcontract process and subcontract / purchase order preparation.
- Support the change management process and activities, including the input and tracking all changes as issues and pending change orders.
- Assist in obtaining pricing and the development of contract change orders (CCO’s) and subcontract change orders (SCO’s)
- Support the Project Manager & Project Superintendent with schedule development and updates within Phoenix Project Manager.
- Support the Project Manager & Project Superintendent with creating kickoff meeting minutes and weekly project meeting minutes for owner’s and subcontractors’ meetings.
- Submit, track response and issue requests for information (RFI).
- Log and track all review shop drawings and submittals, including obtaining and tracking all subcontractor warranty certificates and closeout manuals.
Role Qualifications & Skills:

- Bachelor’s degree in applicable discipline and a minimum of 0-5 years of experience in construction as a Project Engineer (PE) or Internship.
- Problem Solving and Critical Thinking Skill: ability to demonstrate problem solving aptitude and the ability to take action confidently and decisively.
- Interpersonal Skill: ability to work and collaborate with project stakeholders (internal & external) and field teams to ensure smooth work operations. Excellent written and oral communication skills, preferable to have conversation skills in Spanish.
- Task & Time Management Skill: ability to be flexible and able to work well in a fast-paced environment, including high competency in handling simultaneously occurring tasks, with ability to achieve operational objectives within set deadlines.

Necessary Attributes:

- Align with Summit Engineering and Construction’s cultural values
- Ability to consistently analyze and disseminate incomplete data and ambiguity and provide solutions.
- Ability to multi-task, handle competing priorities under pressure, quickly study and react to complex issues.
- Possess judgment to appropriately escalate issues with a strong sense of urgency and initiative.

Physical Requirements and Work Environment:

While performing the duties of this job, the employee is regularly required to:

- stand, sit or walk for long periods of time
- talk or listen
- specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus.
- spend their time on the physical jobsite, in a construction trailer. This position is exposed to high temperatures; cool/cold temperatures; and loud noises.
- job site walking, climbing ladders, occasional