

Colonial Williamsburg

PROJECT ENGINEER

DEPARTMENT:	Architecture & Engineering
DIVISION:	Operations
REPORTS TO:	Director of Architecture, Engineering, & Construction
DIRECTLY SUPERVISES:	Architects Engineers Department Secretaries Construction Managers
INDIRECTLY SUPERVISES:	Consultants Contractors



POSITION DESCRIPTION:

Overall responsibility for implementation of assigned projects, deliver projects on schedule and within budget. Prepares the budget for the project executive by obtaining detailed cost estimates for design and construction. Once the budget is approved, submits documents for project funding. Responsible for management of every aspect of the project during conceptual phase, design, construction, turnover/startup, and for communicating progress and significant issues to the project executive. May function as the construction manager or supervises the construction manager.

PRIMARY FUNCTION:

Responsible for complete design and construction of projects by planning, organizing and controlling all elements of the project. The project engineer supervises all development and implementation of a project. Oversees new and facility upgrades and is actively involved in any other project-related work.



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KEY RESPONSIBILITIES:

- Leads project teams to develop and document project objectives, business plan, project implementation plans and proposals. Leads the development and documentation of comprehensive scope of work. Controls growth of scope of work. Prepares project schedules by determining the phases and elements of the project, including timelines for approvals and permits. Determines critical path of the schedule.
- Forms project teams by identifying the key players and including them in the project process. May create and lead ad hoc teams to address specific issues or accomplish specific tasks, such as special events.
- Perform and/or supervise staff or consultants in preparation of design development documents, construction plans, and specifications. Leads design process by including all key players in design development to ensure safety, ease of operation and maintenance, functionality, durability, and end results meets the customer's needs. Holds design working meetings and holds design review meetings to obtain input from all stakeholders.
- Works with facilities and landscape staff to obtain input on design and problem solving. Conduct feasibility studies and evaluate design alternatives, including safety elements, customer requirements, performance standards, energy efficiency and code requirements.
- Prepare project bid packages for competitive bidding, hold bid meetings and manage bid process. Reviews and evaluates contractor bids; interviews most competitive contractors to determine an award recommendation to management.
- Works with management to evaluate project financials, objectives and priorities. Performs budget and construction estimates. Controls and manages change orders.
- Keep accurate records and electronic database of all elements of the projects. Prepares status reports and regularly monitors budgets, project expenses, contractors' adherence to design and quality of work, and schedules. Manages communication and distribution of project information and documents.
- Oversees site safety, construction, quality control and site conditions. Presents procedures, rules and regulations to those involved in the project; maintains a safe, clean and productive environment through enforcing procedures and policies. Maintains project integrity and reputation through compliance with state and federal regulations.
- Through project coordination meetings and other forms of communication, oversees and coordinates the technical aspects of the project. Function as a technical resource for facilities staff and management.

QUALIFICATIONS:

- A strong work ethic and a "can-do" attitude.
- Bachelor's Degree in Engineering preferred.
- At least five years of experience in engineering practice and experience in project management.
- Work well in a fast-paced environment, competent in handling simultaneously occurring tasks and projects.
- Strong knowledge and proven abilities in project management methods, budgeting, employee supervision and personnel management.
- Proven track record in managing a safe worksite. Knowledge of OSHA and environmental regulations.
- Ability to identify and resolve complex issues. Ability to perform root-cause analysis.
- Demonstrates sound knowledge of principles and concepts in own discipline, and broad knowledge and solid understanding of other engineering, architecture, construction, and contract administration.
- Ability to read construction drawings and specifications for civil, structural, mechanical, electrical, fire and security, and plumbing systems.
- Have excellent written, oral communication and report writing skills.

**TO HAVE A CONFIDENTIAL DISCUSSION
REGARDING THIS ROLE, PLEASE CONTACT:**

MISSY BALASKI

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