Job Description
Position: Project Engineer
As of January 1, 2014

Reports to: Project Manager

Subordinates: None

Objective: The Project Engineer is responsible for the flow of documents between the Woda Construction and the Subcontractors and Vendors. The Project Engineer will assist the assigned Project Manager in general administrative duties.

Major Responsibilities and Duties:
1. All of the following job tasks are at the request and under the direction of the assigned Project Manager.
2. Process subcontracts and related change orders to subcontracts.
3. Per the PM’s direction prepare subcontract purchase orders for approval based on quantity take offs and/or request from superintendent.
4. Per the PM’s direction review and prepare Submittals for approval and distribute based on project specifications.
5. Per the PM’s direction, correspond with the architect regarding all RFIs.
6. Input and maintain up to date RFI, ASI and CO logs for review by the Project Team.
7. Update and maintain the Red Line / "As-Built" drawings.
8. Input and maintain up to date Submittal logs for review by the Project Team.
9. Update and distribute subcontract/PO status logs.
10. Maintenance of subcontract files. Verify files are complete, procure documents missing, and assist Project Managers in getting those documents
11. Perform material and quantity take offs and material quantities for various products as applicable per project.
12. As requested collect samples of materials from vendors from which management can select (e.g. siding & brick) products, colors, etc. for each project.
15. Assemble close out binders for various governmental agencies, investors, lenders, etc.
16. Assist accounts payable clerk and PM with follow-up with subcontractor in processing monthly pay application. Aid in the timely receipt of all compliance documents to effectively allow for the timeliness of SC payments.
17. Research and evaluate payment requests for all unmatched invoices as provided by accounting.
18. Assist in bidding process and identifying/qualifying SC’s
19. Maintain bidders’ list in coordination with PM and SCs.
20. Assist in tailoring of scopes and the buyout process.
21. Assist in the writing of contracts and purchase orders.
22. Ensure the accuracy of Purchase orders and the use of said purchase order for the aid in onsite consignment and tracking of materials.
23. Assist the superintendent as necessary. Facilitate the proper storage of Job site produced documents (Daily labor logs/Daily Job Logs/ Pictures/Reports/notices etc...)
24. Distribute punch walk notices.
25. Assist in updating Team Member schedule.
26. Attend turnover meeting (from pre-construction to construction operations) for all projects to ensure operations understands all requirements of projects.
27. Attend department meetings as required.
28. Attend training as required.
29. Perform all other tasks as directed by management.

If interested please contact,
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