**Project Engineer job description**

**Job brief**

We are looking for an accountable project engineer to be responsible for all engineering and technical disciplines that projects involve. You will schedule, plan, forecast, resource and manage all the technical activities aiming at assuring project accuracy and quality from conception to completion.

**Responsibilities**

* Maintain project documents, specifications, etc. for all projects in progress. Ensure most updated set is always available.
* Manage iPad technology for field personnel; manage transfer of information to and from field personnel
* Manage and maintain electronic field drawings and provide links to project details for ease of use on mobile devices.
* Manage project document changes and ensure timely response for cost/schedule impacts
* Assist in ordering project materials and rental equipment from initial PO to invoice approval and application to project.
* Assist in the creation and submission of project RFI’s and other informational needs
* Complete project submittals based on specifications and scope requirements on project.
* Assist in review of weekly field labor timecards, ensuring correct cost application and project tracking.
* Prep Hilti Total Station for layout use on upcoming projects; coordinate with layout foreman.
* Assist with BIM modeling and continue to advance use of BIM on future projects.
* Assume basic project manager duties on smaller projects in pursuit of advancement to Project Manager
* Provide feedback to Team on current processes and systems and make strategic suggestions to adjust current process and system to meet changing demands of industry. Continually strive to develop new ways to improve the business.
* Assist Project / Operation Manager on other duties as assigned and required.
* Stable transportation as required to visit jobsite, vendors, etc. as necessary to complete tasks. Mileage reimbursement is provided per company policy.

**Requirements**

* Responsible for projects involving multiple people
* Able to read and understand engineering drawings
* Ability to understand and translate product drawings into process information
* Ability to track budget spend, including sub-contract hours
* Ability to make and manage good relationships
* Strong written and verbal communication skills
* Strong administrator
* Analytical skills and good judgement
* Initiative and results/target focused
* Relevant manufacturing/engineering degree preferred, A Levels, ONC, City & Guilds level 3, BTec National Diploma Level 3, IVQ Technician Diploma, NVQ level 3
* Professional accreditation with an industry related body would be advantageous
* Good understanding of engineering principles
* Mechanical, electrical, electronic or software background