

Job Title: Field Engineer	Full-Time
Reports to: Vice President of Operations	
Department: Operations	

Purpose

The Field Engineer is an entry-level, field-based position responsible for the support and execution of an assigned scope for project construction, from early phases of preconstruction through final acceptance of the project by client. The position works closely with Project Engineers, Project Managers and supports Superintendents.

This position is based on the project site. Candidates selected for this role will be assigned to the project site for the length of the project.

Essential Duties and Responsibilities*

- Assist Superintendents on all construction aspects of projects for an assigned scope, from initial notice to proceed through final acceptance by client.
- Actively partner with project team to prioritize safety, quality, stewardship, leadership visibility and communication.
- Constantly solve problems and resolve issues through face to face and personal communication.
- Assist with preparation of daily logs and three-week look ahead schedule.
- Coordinate activities associated with the overall execution of a project on an assigned scope, with oversight from the assigned Superintendent.
- Support project administration to ensure project is constructed in accordance with design, budget, and schedule.
- Coordination of supplier and subcontractor progress on the project.
- Gathering lead times for materials that are to be installed and making sure products are reviewed and approved on time to meet construction schedule
- Thorough reviews of the submittals sent by subcontractors before sending to Architect for final approval
- Generating Requests for Information (RFIs) to the design team
- Gathering and distributing the most up to date set of plans and specifications to all subcontractors
- Assist with obtaining permits before project start
- Responsible for creating and distributing punch list to all subcontractors ensuring timely project completion
- Review and compare field installation to contract drawings, approved shop drawings, and submittals for accuracy.
- Compiling all necessary owner & operations manuals & warranties from each subcontractor as it pertains to the specifications & their specific scope of work.
- Specific duties include, but are not limited to, contract administration, schedule management, preparation of spreadsheets & reports, investigation of non-conformance issues and implementation of corrective measures, risk management, safety, and quality control.
- Other duties as needed or required.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Qualifications

- Bachelor's degree in Construction Management or related field of study preferred. Experience could be substituted for lack of degree.
- Knowledge of building construction means and methods, scheduling and cost control procedures, general contract, general conditions, subcontract documents, drawings and specifications.
- Proficient computer skills in Microsoft Word, Excel, Outlook, and Projects
- Ability to read, understand and interpret contract documents, drawings specifications, scopes of work and project schedule.
- Strong coordination, time management, active listening, verbal and written communication skills, critical thinking, and reasoning skills.
- Ability to work in face paced, deadline driven environment while maintain a high level of accuracy and attention to detail.
- Demonstrated leadership and interpersonal skills.
- Very strong oral and written communication skills required.
- Well organized and detail oriented.
- Material take-offs and ordering.
- Must pass criminal background check, MVR review and drug test.

Working Conditions

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.

Physical Requirements

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 Pounds.

Approved by:	
Date approved:	

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Gilmore Construction is an Equal Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review and receipt of this job description.
(Employee's Name - PRINT Name)

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____