

<b>Job Title:</b>	<b>Project Administrator   Engineer / Full-Time</b>
<b>Reports to:</b>	<b>Project Manager</b>
<b>Department:</b>	<b>Operations</b>

### **Purpose**

Manage and supervise at a project level all engineering and administrative policies, procedures and functions. Coordinate with project field operations to ensure transfer of information is delivered, understood and implemented. Provide administrative and construction coordination in support of the Superintendent and Project Manager which include assistance in the complete construction and administration duties to implement, organize and maintain an organizational and management system. Monitor and follow up on each vendor's compliance with the contract documents and orchestrate the timely flow of information for each component in the appropriate time frames to meet schedules and quality requirements

### **Essential Duties and Responsibilities\***

Provide detailed documentation and record keeping of the progress and various activities as they occur at the project site. Understanding the details and correlations of the specific activities to be built. Beyond other duties that may be required and/or assigned the general duties are as outlined below:

#### **Preconstruction**

- Develop a comprehensive working knowledge and understanding of the contract documents.
- Ensure strict adherence to safety, ethics and compliance requirements at all times.
- Overall responsibility for communication of information amongst all project team members.
- Establish and maintain procedures with the design professionals, consultants, owner and subcontractors for information flow, approvals, meetings, reporting, applications for payment, etc.
- Work with the Project Manager and Superintendent in the final development of various bid packages and construction schedule.
- Work with the Project Manager and Superintendent in the preparation and execution of a site-specific utilization plan, Quality Assurance/Quality Control and safety programs.
- Perform Drawing quality checks and reviews for constructability and conflicts.

#### **Project Administration and Document Control**

- Establish and maintain various project engineering files related to subcontracts, purchases, document control, drawings, specifications, changes, information requests and as-built documents.
- Conduct thorough construction document reviews and examine all documents for constructability and Quality Assurance/Quality Control (QA/QC). Bring all concerns to the attention of the Project Manager.
- Participate in preparation of various studies, recommendations for materials and methods, and cost estimates.
- Prepare a detailed contract items list including all significant items required for the construction of the project. Develop trade scope of work documents for bid packages, major material and equipment purchases.
- Prepare a procurement schedule for subcontractors, major material and equipment purchases to ensure timely buy-outs and overall compliance with the construction schedule is maintained.

- Schedule, conduct, and document all job meetings, owner-architect and coordination meetings.
- Manage the subcontract change order process including review of subcontractor estimates, work with Project Manager to negotiate change orders, obtain required owner approvals and preparation of subcontract change orders.
- Manage project close-out, including securing warranties, guarantees, and acceptance of work, subcontract and vendor close, final payment and records retention.
- Prepare and maintain current meeting records, reports and logs of project activities related to all aspects of the ongoing progress.
- Establish, maintain, conduct, and monitor detailed procedures in the review, coordination, approval and distribution of vendor and subcontractor shop drawings, samples, product information and operational requirements in compliance with contract documents and quality requirements.
- Coordinate field documentation of project and site activities through engineering observation reports, photos, quantity surveys, non-compliance reports and other recordable means in support of the Superintendent's daily reports.
- Maintain and submit the general construction schedule including reports of activities in non-compliance with the progress required to meet the completion date as established in the contract documents in coordination with the Project Manager.

#### **Finance**

- Review all vendor schedules of values and prepare the general schedule of values in coordination with the Project Manager.
- Manage the periodic procedure for review, submit and process the payment application in coordination with the Project Manager.
- Evaluate subcontractor payment requisitions relative to actual work in progress.

#### **Qualifications**

- Minimum 5 years' experience in construction or construction-related field.
- Bachelor's degree in Construction Management or related field of study. Experience could be substituted for education.
- Knowledge of accounting principles and cost control procedures.
- Knowledge of estimating, construction costs, scheduling, purchasing, and engineering principles and techniques, various building systems.
- Knowledge of Project Management and scheduling software desirable.
- Strong computer skills and a familiarity with Microsoft Office Suite of programs
- Ability to implement leading-edge technologies such as Building Information Models (BIM) and Lean to benefit the project desirable
- Demonstrated ability to thoroughly understand drawings and specifications, general contract and subcontract documents, materials, means and methods.
- Very strong oral and written communication skills required.
- Demonstrated leadership and interpersonal skills.
- Must pass criminal background check, MVR review and drug test.

**Key Performance Indicators**

Effective performance of a Project Engineer centers around the ability to organize and communicate. These abilities provide the entire project team with confidence that all bases are being touched.

- Personal organizational and professional organizational skills
- Quality of documentation and record keeping
- Proficient written and oral communication skills
- Technical experience and knowledge
- Team participation and attitude
- Attendance and promptness

**Working Conditions**

Daily work conditions will require substantial computer access performing many of the duties and responsibilities. Field visits and tours will be required to document and observe progress which may include physical exertion to access various areas of a project in progress. This position may also be assigned to a work on-site office which may be a temporary structure used during construction 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.

**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.

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<b>Approved by:</b>	<i>Vice President of Operations</i>
<b>Date approved:</b>	<i>2.25.2022</i>

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: \_\_\_\_\_