



# PROJECT ENGINEER

## Position Description

**LOCATION:** Main Office or Job Site Office

**LEVEL:** This is a level 5 position. The Project Engineer reports to the Project Manager.

### **PURPOSE**

The Project Engineer assists in field and office engineering activities and provides the support required to obtain, evaluate, coordinate, distribute, and record information and obtain all authorizations needed to construct the project.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- 1) Work with the Project Manager to establish procedures for information flow, approvals, meetings, reporting, applications for payment, etc. among the design professionals, consultants, owner and KCS West.
- 2) Work with the Project Superintendent to establish procedures with the subcontractors and suppliers for information flow, approvals, meetings, reporting, applications for payment, etc.
- 3) Assist the Project Manager to ensure timely buyouts and overall compliance with schedule requirements.
- 4) Assist the Project Manager with all cost control tools including logs and budget reports.
- 5) Assist the Project Manager in the administration of change orders.
- 6) Prepare and disseminate all required documentation records.
- 7) Assist in preparing various studies, recommendations or materials and methods, and cost estimates during project development.
- 8) Assist the KCS West project team in examining all documents for constructability, seeking out suspected design deficiencies, impractical details and code violations. Bring all concerns to the attention of the KCS West project team for resolution.
- 9) Assist with the project close-out, including processing of all guarantees, acceptance of work, final payment and records retention.
- 10) To adhere to and positively support the company's safety policy as set forth in the company's Safety Manual.
- 11) Perform additional assignments as required by the operating needs of the Main Office or as directed by the Project Manager.



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#### **QUALIFICATIONS**

- 1) Bachelor's degree or higher in Construction Management, Engineering or Architecture.
- 2) 2+ years of experience in building construction preferred
- 3) Strong computer skills, preferably with Microsoft Office Suite and Adobe or Bluebeam.
- 4) Experience with Prolog or Procore or similar construction management software, a plus.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 75 pounds. 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.

#### **APPLY:**

Send resume and cover letter to [HR@kcswest.com](mailto:HR@kcswest.com).