

# JOB DESCRIPTION/DUTIES

## Prepared For: Project Engineer



### **Summary:**

L.D. Docsa is a self-performance construction company performing an average of up to 70% of the work with our own forces. The position of Project Engineer plays a significant role in our success. This role involves an array of duties to ensure the work performed is in conformance with the project objectives and the requirements of the construction documents. Primary areas of responsibility include administrative support for the Project Superintendent, quality control management, submittal and RFI review, document control, verification of as-builts, supporting quality control, supporting site safety, executing equipment receiving process, managing closeout documentation, and supporting cost management activities.

### **Duties and Responsibilities:**

- Attend project meetings; track project progress and provide bi-weekly status updates and requirements.
- Coordinate work with customers and subcontractors; provide oversight and direction.
- Review of project submittal documents, to include product data and shop drawings, for compliance and onsite coordination.
- Keeps track of work hours, materials, equipment and work progress through daily progress reports, to include project deliveries and labor forces.
- Maintains project quality control standards and work practices, complete with the proper documentation.
- Ensures site safety through review of procedure documents such as Safe Plans of Action (SPA).
- Addresses critical safety concerns arising in the work field.
- Issues hot work permits and checking hot work task areas for possible flammables and other altercations.
- Performs safety observation reports (SORs), hygienic construction site reviews, safety inspection checklists.
- Performs tool and equipment inspection checks.
- Ensures abidance to owner safety rules and regulations and schedules and coordinates reoccurring safety meetings.
- Compiles all required inspections for building occupancy.
- Compiles required project closeout documentation.
- Maintain project punch list for coordination and completion.
- Schedules and tracks owner training.

### **Ideal Qualifications:**

- Education and experience: Bachelor's degree in Construction Management or Engineering, preferred.
- Must be a highly motivated self-starter with the ability to fulfill job responsibilities under minimal supervision
- Construction background: Expert knowledge of construction means and methods

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- Eye for Details: Accuracy is critical for success in this role. Candidate must have superior organizational, communication (both written and verbal) and decision-making skills.
- Willing to Travel: The majority of our projects are within a 1-hour drive of Kalamazoo. Overnight travel may be required and will be compensated. We strive to create a positive work-life balance and place team members on projects with consideration given to their location of residence.
- Trust: Candidate must be able to maintain confidentiality and use discretion in dealing with sensitive matters.
- Embodiment of our corporate values: Integrity, Accountability, Teamwork

### **Additional Qualifications:**

- Computer skills with Microsoft Office suite experience as well as G suite.
- Capable of learning new computer programs for project management and reporting
- Experience or desire to work in the wastewater industry a plus.

### **Compensation and Employee Benefits:**

Compensation will be based on experience, and negotiated. An evaluation period of 60 days proving experience and knowledge will be implemented.

Available employee benefits include the following:

- 401(k) with employer contributions
- Health and Life Insurance with employer contributions
- Disability Insurance
- Paid time off
- Yearly performance raises based on employee growth and accomplishments

Applicants are to send resume and cover letter to [jlovell@lddocsa.com](mailto:jlovell@lddocsa.com).