

JOB DESCRIPTION

Job Title: Project Engineer
Department: Design Build Construction and Operations
Reports To: Joe Winkler, Project Manager
Classification: Exempt
Normal Business Hrs: Varies, approx. 8AM to 5PM, Monday through Friday
Prepared Date: July 07, 2023
Assigned Facility: Fountain Valley Office

Job Objective

Reporting directly to the Project Manager, the Project Engineer has responsibility for overseeing the daily activities on jobsites during the construction of a water recycling facilities including upgrades to existing facilities under the operations of PERC Water Asset Management.

Principal Duties and Responsibilities

- Facilitate progress meetings and communication with owner
- Coordinate inspections & weekly subcontractor meetings Provide technical support to Design/Build projects
- Assist in the development of Customized Design Reports™ (CDR's™)
- Interact with regulatory agencies and assist obtain necessary project permits
- Supervise the activities of the project and its subcontractors
- Oversee, inspect, and supervise organization storage of materials and equipment
- Create and Maintain project schedules
- Assist with estimates and budgets for projects
- Assist with Implementing jobsite / project safety program and related plans
- Communicate daily jobsite information as needed with team
- Interact with PERC's operations team during all construction activities
- Maintain daily jobsite logs including RFI's, SWPPP, MSDS, As-Builts etc. Provide technical support to Design/Build projects
- Interact with regulatory agencies and assist obtain necessary project permits Prepare critical path and look ahead schedules
- Assist with development of new water projects
- Write proposals for new projects, respond to Request for Proposals, assist with technical writing

- Support and assist the Company on design, engineering, construction, and asset management
- Maintain on-going communication, support, and coordination of activities with Project Manager
- Support field crews and staff when required
- Get certification to operate forklifts
- All other tasks as assigned by Project Manager
- Maintain acceptable attendance per company standards
- Communicate any project problems/issues to supervisor
- Promote and adhere to PERC's written corporate Safety program

Knowledge, Skills and Abilities Required

1. Good computer knowledge of Microsoft Word, Excel, Project, PowerPoint & Outlook. The ability to learn and implement Procore on a daily basis
2. Excellent team-working and communication skills to enable effective interaction with other PERC Water personnel, including peers. Routinely adhering to and maintaining a positive attitude.
3. Strong knowledge or background in heavy mechanical, piping and concrete.
4. Good organizational skills, strong attention to detail, strong ability to manage multiple tasks to completion and set/meet deadlines.
5. Physical:
 - a. Body Positions: Standing, sitting for extended periods of time, walking.
 - b. Body Movements: Use of hands, eyes, arms and voice.
 - c. Must be able to climb up and down stairs and ladders.
 - d. Must be able to climb on, or into facility equipment and systems (Confined Space Training will be provided if needed).
 - e. Capable of lifting 50-100lbs.
 - f. Travel when required.
6. Mental:
 - a. Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English
 - b. Analytical & statistical knowledge using business mathematical skills
 - c. Proven ability to interface with all levels of management
 - d. Ability to work independently and in a team

Education, Professional Credentials and Experience Required

1. Bachelor a plus but not required
2. Valid state issued driver's license
3. Minimum 10 years previous experience in similar construction projects
4. Obtain OSHA 30 Hour within 1st two months of employment

Work Conditions

Jobsite (Water Recycling Facility) indoor and outdoor. Field or office setting

Reporting Relationships

The following positions may provide functional support to the Assistant Operations Manager:

President
Corporate Vice Presidents
Area Operations Managers
Director of Operations
Operations Plant Managers
Grade I thru IV Operators
Technicians / Operator in Training
Field Engineer/Office Engineer
Assistant Superintendent

ACKNOWLEDGMENTS

I understand that this job description does not list all the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

_____	_____	_____
Name	Signature	Date