



JOB DESCRIPTION

TITLE: Office Engineer
DEPARTMENT: Project Management
JOB STATUS: Exempt
LOCATION: Various locations including the Metropolitan DMV and Eastern Shore
REPORTS TO: Project Manager

Summary:

The Office Engineer provides support to the Project Engineer on all required tasks to build and maintain profitable projects. The Office Engineer must provide support to project management staff to ensure each project achieves our number one company goal: safe production for all crews.

Primary Duties & Responsibilities:

- Assist Project Manager in ensuring that field crews know their daily production goal each day and are meeting that goal
- Assist Project Engineer to ensure that the field timesheets are written correctly, with required notes, job number and cost code correctly being used, photos attached and approving them
- Thoroughly review contracts and specifications; identify all required submittals, testing requirements, close-out requirements, etc.
- Set-up, track and maintain submittal register log and follow up on submittals
- Prepare project letters and other correspondence, as directed by the Project Manager
- Ensure that all items required for invoice submission and processing are completed timely
- Maintain daily quantity spreadsheets for unit price projects. Verify quantities installed with owner on at least a weekly basis
- Prepare working and MOT drawings, and maintain conformed set of project drawings, including a drawing revision log
- Maintain photo and video documentation of job progress
- Prepare information required for project manuals
- Assist in the preparation of change order claims, as directed
- Ensure that subcontractors submit daily reports and monitor their production and schedule
- Ensure all work is done in a safe manner and set the standard for safety
- Report any problems and/or safety hazards to the Safety department
- Visit the job site at least 2-3 times a week to make sure work is being done in the field per contract requirements and standards or as required by the contract
- Assist Project Engineer to identify and communicate with the Superintendents, and Foremen regarding issues, production and claims that needs to be addressed accordingly and notify the project team
- Able to communicate and make decision in the field when issues are encountered and needs immediate attention and coordinate the decision making with the project team
- Assist Project Engineer ensuring that subcontractor and vendors are set-up in the system prior to starting any project. This information needs to be provided to Dispatch, Safety, and Purchasing Department for the use

- Assist Project Engineer in ensuring that Turn-over and Kick-off meetings are completed prior to starting any projects to make certain that contract parameters are identified

Secondary Duties & Responsibilities:

- Help in the preparation of RFIs
- Build and maintain Critical Path Method schedules in P6 and 3-week look-ahead schedules
- Assist with invoice preparation and submission
- Participate in required meetings
- May perform other duties assigned by supervisor

Required Qualifications:

- BS in Construction Management, Civil Engineering
- Minimum of 2 years experience as Project Engineer with 4 year degree, or minimum of 6 years relevant experience
- Experience in heavy civil construction to include: waterline, conduit, sewer pipe installation, concrete work, etc.
- Fluent in both English and Spanish
- Excellent MS Excel, MS Word, Primavera, AutoCAD, or other similar software skills
- High level of interpersonal and written communication skills
- Superb organizational skills and problem solving techniques
- Ability to complete accurate, timely work

Physical Demands:

Light

Lifting up to 50 pounds and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally.

Work Environment:

Moderate

Occasionally exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)

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When Anchor first opened its doors 35 years ago, the company specialized in surface restoration projects. Today, surface restoration is just a small part of the comprehensive suite of full-scale utilities and infrastructure services offered by Anchor.

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