

Job Description

Construction – Field Engineer

FMLA Classification: Exempt/Salary

Reports to: Project Engineer – Primary
Project Manager – Secondary

Position Summary

The Field Engineer is responsible for the supervision of all construction activities of a project for the company. This person should organize field work with the help of the Foreman, to comply with the project schedule, to control inventories and supervise all foreman, crew, and subcontractor's work activities to be done, so the construction project is up to customer expectations.

The Field Engineer is responsible for the supervision of all field construction as it pertains to compliance with the established schedule and budget, and the enforcement of quality control and safety measures.

The Field Engineer must implement site planning, logistics and procedures for the execution of work; implement and supervise quality assurance and control procedures; ensure the work performed complies with all requirements of the contract document and specifications, and verify compliance with established work schedules, and assist the Project Engineer in identifying activities in the critical path including the coordination of scheduled critical materials and equipment for their timely delivery on site.

The Field Engineer is required to provide all the data to be documented all the project's activities and assist in the preparation of these documents, including status, compliance or non-compliance with schedule and budget, progress reports, daily reports, report of situations and problems, and possible changes to scope using DDD Group's established procedures and forms.

Primary Duties

- **Schedule**
 - Monitor progress schedule and follow daily milestones for field personnel as established by the Project Engineer.
 - Periodical analysis of schedule and report to Project Engineer and any red flags for corrective action.
 - Plan activities with sub-contractor's representatives on a weekly basis.

- **Administration**
 - Assist in conducting weekly subcontractor meetings.
 - Assists in documenting daily activities progress and conditions using the pre-established Daily Report forms.
 - Daily inspection of project to ensure on-time deliveries.
 - Maintain weekly project pictures of all work done on site, and make sure these pictures are constantly uploaded on the Company Portal.
 - Assist in advising of estimate precision.

- **Field Operations**
 - Supervise DDD crew and subcontractors.
 - Reporting and supervision of warehouse keeper.
 - Coordinate and organize required materials deliveries.
 - Coordinate installations to prevent misuse, damage and/or shortage of materials or other resources.
 - Ensure that all DDD personnel follow company policy (uniforms, safety...)
 - Supervise sub-contractor project safety.
 - Subcontractor and employee attendance recording and reporting.
 - Open and closed field access and sheds.
 - Supervise compliance of daily work.

Secondary Duties

- Monitor progress schedule and follow daily milestones for field personnel as established by the Project Engineer.
- Periodical analysis of schedule and report to Project Engineer and any red flags for corrective action.
- Plan activities with sub-contractor's representatives on a weekly basis.
- Supervise DDD crew and subcontractors.
- Reporting and supervision of warehouse keeper.
- Coordinate and organize required materials deliveries.
- Coordinate installations to prevent misuse, damage and/or shortage of materials or other resources.

- Ensure that all DDD personnel follow company policy (uniforms, safety...)
- Supervise sub-contractor project safety.
- Subcontractor and employee attendance recording and reporting.
- Open and closed field access and sheds.
- Supervise compliance of daily work.

Key Responsibilities

Time

- It is the Field Engineer's responsibility to ensure that work is executed as per the established schedule, and report to the Project Engineer of any critical path activities that may affect the project.
- Monitor work against the most recent schedule daily to be able to report possible red flags on time so the appropriate corrective actions can be decided and taken to avoid any delays in future work. It is the responsibility of the Field Engineer to report the status of all the project activities on time to the Project Engineer and to immediately inform of any situation that may affect the project adversely. The Field Engineer will gather data to update the project schedule on a weekly basis.
- Assist in all work activities planning with the subcontractor's representatives to maintain a coherent and logical work schedule, and to avoid interference between the different subcontractor's work activities. The Field Engineer will supervise these activities by directing the subcontractor's foreman or representative. It is important that work activities are planned in such a way that a safe work environment is always maintained.
- Supervise and monitor the work performed by the different subcontractors to ensure their compliance with the contract schedule. The Field Engineer will report on the staffing levels and productivity for the various subcontractors to help maintain the established logistic of all the planned activities to avoid interruption in the project's progress. Non-compliance by any subcontractor must be addressed immediately and reported to the Project Manager

Quality Control

- The Field Engineer's main responsibility regarding quality is to ensure that work is executed as per relevant building codes, contract's specifications, drawings, and company standards; it is our responsibility to deliver a product that complies with the Owner's requirements and expectations, and within the design specifications.
- Daily inspection of work to verify that it is executed as per contract specifications and drawings. The Field Engineer must verify quality of work and dimensions daily to be able to raise red flags on time and avoid any delays in future work. The Field Engineer must upload all photos of the project's progress and any other picture deemed relevant on the document center.
- Whenever a specification or contract drawing is revised, the Field Engineer must ensure that the corresponding subcontractors are complying with the new instructions.
- Study all submittals approved by Architect and/or Owner to ensure that materials are installed as per the approved specifications. It is the Field Engineer's responsibility to verify quality, quantity, and method of installation of such materials, and inform the subcontractor of any future work required of the quality of the product delivered.

Deliverables

- Daily Reports of all field activities.
- Field Work Activity Authorization Forms
- Field Work Order Request
- Daily & Weekly Reports
- Inventory Control Documentation (Receipts, Storage & Issues Logs)
- Weekly pictures of project progress

Related Procedures

- Daily Reports procedure
- Inventory control procedures
- Payroll control & reporting procedures
- SharePoint naming and uploading procedures.

Key Skills

- Good planning and supervision skills.
- Strong communication and problem-solving skills.
- Strong leadership skills.
- Reading and interpretation of drawings and other technical documents.
- Knowledge of Timberline Accounting, Primavera Contract & Project Management, and basic Microsoft Office software.

Education

- Bachelor's Degree in civil engineering or Architecture
- Engineering in Training certificate preferred

Experience

- Minimum of three (3) years of job-related experience.
- Good knowledge in construction supervision and inspection
- Knowledge of local building codes and regulations.
- Knowledge of construction materials and methods.
- Knowledge of Procore preferred.

Salary Range

- Varies with experience, seniority & performance