



**PROJECT ENGINEER**  
**MAY, 2023**

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**REPORTS TO:** DIRECTOR OF PROJECT MANAGEMENT

**ACCOUNTABILITY EXPECTATIONS:**

- Lead and manage all aspects of your assigned duties.
- Be a problem solver. Provide recommendations and options to help solve problems.

**LEADERSHIP EXPECTATIONS:**

- Develop and maintain a visible and positive leadership role with our customers, vendors and within DBS Group.
- Think beyond day-to-day realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

**JOB RESPONSIBILITIES:**

- Collaborate with the internal team, and external consultants, in the promotion and elevation of the DBS Group brand and reputation.
- Construction – provide assistance to the Project Management Department including, but not limited to, the following activities:
  - Collaborate with the Estimator and Project Manager in the development of project-specific vendor scopes-of-work.
  - Assist with development and distribution of master project schedules and short-interval schedules.
  - Assist with requesting Submittals/Shop Drawings and maintaining the Submittal/Shop Drawing Log.
  - Create job binders with pertinent job specific items (i.e. estimate, schedule, subcontractor work scopes, project directory, etc.) for use by the Field Superintendent.
  - Participate in weekly jobsite coordination meetings for assigned projects.
  - Record meeting minutes for project team meetings for review by the Project Manager, and distribute meeting minutes to the project team.
  - Prepare Weekly Project Update documents for distribution to the Owner.
  - Assist with development, management and tracking of project Requests For Information (RFI's).
  - Review and code project invoices for approval by the Project Manager.
  - Request and review vendor change order pricing, for review by the Project Manager.
  - Participate in financial forecasting for assigned projects.
- Preconstruction – provide assistance to the Preconstruction Department including, but not limited to, the following activities:
  - Create project bid binders, organized by trade and/or scope-of-work.



- Setup projects and issue bidding documents, including addenda and/or bulletins, utilizing web-based bid software.
- Contact subcontractors and suppliers to generate project interest.
- Print and compile plans and specifications for use by the internal and external project team.
- Complete quantity takeoff's utilizing On-Screen Takeoff software.
- Contact, and coordinate with, Authorities Having Jurisdiction (AHJ's) to determine building permit and plan approval fees.
- Receive, print, and organize subcontractor and supplier quotes in the respective project bid binders.
- Contact subcontractors and suppliers with pricing clarification requests as directed by lead estimator.
- Request, review, and compile vendor pricing breakdowns for use in estimating historical database.

**SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:**

Educational and experience requirements included: Four-year bachelor's degree in Construction Management, Engineering, or industry related program with a minimum 2-years construction related experience.

Excellent organizational skills and effective verbal and written communication skills are essential.

**COMMENTS:**

Participation in local and regional organizations, as well as professional affiliations, is highly encouraged.