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# Example of Civil Project Engineer Job Description

Our company is looking for a civil project engineer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for civil project engineer

* Prepares and tracks all correspondence with Architect, Engineers, Contractors, Suppliers
* During construction phase, proactively manages project to achieve quality, schedule, budget and safety
* Inform management of productivity, costs, quality control, document management and processing of applications for payment
* Distribute directives to contractors / vendors including drawings, specifications, and general conditions
* Schedules all required construction meetings with required personnel including contractors, architects and owners
* Serve as a Civil Engineer (Project Engineer) and Contracting Officer's Representative (COR) under the general supervision of the Chief, Technical Affairs Division, Construction Branch, and Office of the Program Manager-Saudi Arabian National Guard (OPM-SANG)
* Design and construction projects encompassing substantial scope and complexity involving multidiscipline programs that utilize civil, mechanical and electrical engineering and architectural principles
* Provide expert technical engineering advisory service to the Chief of Technical Affairs, Construction Branch, and Ministry of National Guard (MNG)
* Develop and coordinate civil engineering program objectives, project planning strategies and engineering solutions to facilitate the massive Ministry of National Guard (MNG) modernization construction program
* Serve as the technical expert for the overall supervision of design and construction of military facilities

## Qualifications for civil project engineer

* Proficient in the use of computer and Microsoft office
* Conversant with local practice, authority submission procedures and project implementation
* Measurement well as quality control tests on bridge works
* Familiar with Total Station Survey and digital levels and Pavement Rehabilitation Techniques
* BE / B Tech / Diploma in civil engineering
* Should have PMC projects experience