



# Example of Construction Project Engineer Job Description

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Our innovative and growing company is looking for a construction project engineer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction project engineer

- Meet with the Client PMs and prepare monthly billing sheet
- Lead project meeting updates with Client
- Review monthly measurements and work with the Site Manager to direct work efforts to correct any measurement misses
- Communicate with client representatives to ensure their needs are being met
- Negotiation & management of subcontracts and change orders, invoices and associated documentation
- Projects to Customer Service Handoff and Admin Inactivation
- Prepare, review and distribute RFIs
- Maintain job subcontract and submittal Log
- Maintain job files and as-builts
- Develop and maintain schedule with PM input

## Qualifications for construction project engineer

- Good documentation and record keeping skills and attention to detail are essential
- Must be able to demonstrate influencing and persuasion skills with an ability to drive decisions in project teams
- Proactively support facilities growth planning
- Ability to provide ROM estimates on projects
- Work with a diverse groups across multiple domains to complete a job from

