



Example of Resident Engineer Job Description

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Our company is growing rapidly and is looking to fill the role of resident engineer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for resident engineer

- Direct supervision of the Construction Management and Construction Inspection field staff
- Reviewing inspector reports for daily progress and as-built quantities and maintaining the same on the Project's office construction contract plans
- Tracking and processing all submittals including all shop drawing submittals, Requests For Information (RFIs), correspondence
- Maintaining the office records
- Maintaining the Project document control, including processing/handling of all incoming and outgoing correspondence and the maintenance of the project files
- Developing the Project Contractor payment estimates
- Reviewing construction material submittals such as questionnaires, certifications and delivery slips
- Performing quality assurance oversight of items of work in progress
- Ensuring that the project is constructed in accordance with the approved construction contract plans, schedule, and specifications and documenting these activities accordingly
- Coordinate cost controls, schedule reviews, material inspections and safety inspections

Qualifications for resident engineer

- Required bachelor's degree in engineering

- Project Management and/or Resident Engineer experience required to include rail construction – track, right-of-way improvements, yards, facilities, stations, tunnels, power systems and security systems
- Teamwork - Considers and seeks out the impact of his/her actions in the team
- Professional Engineer licensed in MA
- Knowledge of New York City Transit policies and procedures