

## **L<sup>2</sup> Construction Management Solutions JOB DESCRIPTION**

**Job Title:** Field Engineer

**Reports To:** Project Manager, Senior Project Manager, or Account Manager

*Date Position Description was updated:* 05/20/16

*FLSA Status:* Non-Exempt

### **SUMMARY OF POSITION:**

The Field Engineer's responsibilities will include but may not be limited to: Assist with the development and execution of project plans & schedules to execute scope safely, efficiently, and cost effectively; Assist in monitoring project performance (cost, schedule, scope changes, safety, and quality); Identify resource requirements such as manpower and equipment; assist in ensuring all work is planned, including outages, permits, etc. Other duties as required to accomplish the objectives of the position.

### **ESSENTIAL FUNCTIONS:**

- Assist in conducting job reviews, pre-check jobs, verify USA markings
- Assist in coordinating customer shutdowns
- Assist in investigating customer/3rd party issues pertaining to Contracted Construction projects
- Support the Project Management Supervisor and/or assigned Project Manager with daily routine issues regarding construction of jobs
- Assist in preparation of proposals, change orders and the estimation process.
- Assist in close out of estimate, post-construction checks, complete as-builts, and review contractor invoices
- Maintain project databases, working files, field binders, field tickets, etc.
- Preparation and generation of routine reports and correspondence; some involvement in preparing more complex reports
- Support the assigned Project Manager with daily routine issues regarding construction of jobs

### **DESIRED MINIMUM QUALIFICATIONS:**

Requires effective oral and written communication skills, excellent interpersonal skills and strong computer literacy. Good problem-solving skills and the ability to multi-task are essential. Must be a self-starter and have the ability to organize and prioritize work.

- Bachelor's Degree in Construction Management, Engineering, or equivalent combination of related education and experience.
- Must possess a valid California Driver's License
- Knowledge of advanced functions of Word, Excel, Outlook, MS Project, Power Point, and Internet Explorer.
- Ability to read and understand civil, architectural, structural, mechanical plans and specifications as they relate to electrical and/or other utility work.
- Effective analytical and problem solving skills with great ability to prioritize workload and meet deadlines.
- Exceptional interpersonal communication, presentation, and writing skills.
- Strong attention to detail required executing tasks.
- Ability to multi-task, prioritize and possess strong time-management skills.
- Well organized, team player, professional and energetic.