



TIKIGAQ Corporation
 Office of Human Resources
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PROJECT ENGINEER	
Approved Date: July 1, 2022	
Job Code:	FLSA : Exempt

JOB SUMMARY: The Project Engineer is responsible for assisting Project Manager’s in planning, developing, coordinating, and managing onsite construction activities for construction projects varying in size to ensure quality and cost effectiveness, not excluding project delivery, resolution of technical issues through collaboration and decision making, project plan development (cost, scope, and schedule), plan documentation and communication, project approval, and actual project performance measured against approved plan.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

The Project Engineer is also responsible for:

- Assisting the Project Team in planning and organizing day-to-day project activities
- Supporting administration of the project teams and the coordination of activities between project locations; ensuring that all decisions and activities within the various project teams support the project's objectives and priorities
- Assisting in organizing and controlling project work to ensure that all project objectives are being met with regard to safety, environment, cost, schedule, work environment, and quality
- Preparing and giving presentations on project issues
- Assisting Project Controls in the preparation of cost estimates
- Obtaining all necessary approvals for planned work
- Monitoring progress, manpower, and budget
- Keeping team members informed on Project progress and developments
- Monitoring project document development, project change and variation orders

Performs other duties as assigned.

ESSENTIAL JOB DUTIES

- Manage job controls as assigned to ensure compliance with contract, budget, schedule, forecasting and job costing.
- Develop and maintain project schedules as assigned by Project Managers to ensure work is completed on time and under budget.

- Manage and monitor project assignments to ensure work is completed on time and under budget.
- Manage and monitor project activities to ensure compliance with company, contract and schedule requirements.
- Provide support in construction planning, quality control, interpretation of design, application of construction methods, resolution and documentation of design conflicts, and constructability reviews to ensure successful job completion.
- Develop, implement and administer project procedures and other work controlling documents to ensure clarification of roles.
- Represent company, project and/or department during client and project management meetings to ensure effective communication.
- Develop and maintain all job reporting and logs to ensure project compliance.

EDUCATION REQUIREMENTS

Bachelor's Degree in Civil Engineering, Construction Management, Business Administration, or related field preferred, or equivalent combinations of technical training and related experience.

DESIRED EXPERINCE

Minimum four years of construction estimating and management support, engineering, field support, or similar experience in vertical or horizontal, federal government, commercial, and oilfield construction.

- Knowledge of federal contracts for USACE, NAVFAC, USAF, GSA etc. highly desirable.
- Thorough understanding of IDIQ/MATOC contracting format
- Thorough knowledge USACE software and processes.
- Thorough knowledge EM385-1-1.
- Knowledge of PENTA Cost accounting software a plus.

KNOWLEDGE, SKILLS, & ABILITIES

- Proficiency with all MS Office products (Word, Excel, PowerPoint, etc.)
- Advanced knowledge of construction engineering technology, codes, standards, etc. plus an in-depth understanding of the interdependence and relationship between other functional units required.
- Excellent communication and interpersonal skills plus demonstrated ability to manage a team of varied disciplines.
- Familiar with construction estimating software and scheduling software to include Microsoft Project and Primavera.

MINIMUM PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit and use hands to operate a computer keyboard. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to lift approximately 50 pounds.
- Climbing, and extensive walking can be expected.
- Must be able to pass a pre-employment drug test screening and a fit for work physical.
- Must be able to periodically work extensive hours.
- Must be able to periodically work in weather extremes encountered in remote Alaska.

ADDITIONAL REQUIREMENTS

Must have a valid driver's license. This is a Wasilla, Alaska based position and may periodically require travel by small aircraft to remote job sites. Must be a team player. Must also comply, understand, and support corporate safety initiatives to ensure a safe work environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.