

PROJECT MANAGER

- Manages, coordinates & administers the project from conceptual stages through planning, engineering, procurement, construction and closeout
- THEE face to the customer
- Supervises the development of budgets and schedules, manages project performance, reports progress and initiates action to assure project objectives and schedules are met
- Resolves problems and coordinates final turnover of the project to the customer
- Provides leadership for the development and maintenance of a high performance project team
- Essential job duties
 - Leads development of project execution plans, estimating plans, proposal plans, and proposals
 - Defines and communicates roles, responsibilities and authorities to project team members to ensure project completion
 - Ensures scope, design basis and objectives are defined, detailed work plans, schedules and budgets are established. Promotes implementation of constructability reviews.
 - Monitors and controls contractual commitments and implements and maintains a change management controls system
 - Identifies quality requirements
 - Oversees Environmental, Safety & Health and ensures designs are in accordance with ES&H laws and regulations
 - Oversees document control and records management

ASSISTANT PROJECT MANAGER

- Assists Project Manager in coordinating and administering a project from project planning, engineering, procurement, through construction and start-up
- Participates in planning and establishing schedules, forecasts, and budgets and monitors progress to assure schedules are met and work is performed within budget
- Essential Job Duties
 - Collaborates in developing and documenting the project scope, execution plans, budget and overall schedule. Keeps Project Manager informed of project status, highlights deviations from plan.
 - Compiles and assembles material for management and customer meetings
 - Prepares or directs preparation of progress and special reports
 - Effective team communication including:
 - Ensures team members understand their scope of responsibilities
 - Ensure team members know their work schedules and when their deliverables are due
 - Report progress of team to Project Manager and mentors as requested
 - Facilitate identification of Team name
 - Identify project team information for inclusion on the web
 - Coordinates organization, layout and production of final report/proposal
 - Coordinates presentation of final proposal

ENGINEERING MANAGER

- Supervises the engineering activity (all disciplines) on a project
- Plans and directs engineering assignments
- Technical responsibility for interpreting, organizing, executing and coordinating engineering assignments
- Essential Job Duties
 - Directs and coordinates engineering activities of all disciplines
 - Establishes or assists in establishing project execution plan and development of overall project engineering budget and schedule
 - Develops design and procurement schedules for approval
 - Coordinates engineering effort with Project Manager, Procurement, Construction, Project Controls, Startup, and ES&H
 - Reviews and approves design documents, change orders, material requisitions and specifications for construction or procurement use
 - Visits job as required for exchange of information
 - Reviews project engineering progress against approved schedules and takes corrective action when required

ARCHITECT

- Compiles, adjusts and correlates data for architectural work
- Provides input to or maintains technical logs and records
- Prepares or participates in preparation of construction drawings, project schedules, graphic presentations and architectural renderings
- Checks manufacturers drawings and data for compliance with specs and drawings
- Designs or participates in design for structures and buildings
- Prepares architectural and/or engineering models
- Works with other technical personnel

LANDSCAPE ARCHITECT

- Compiles, adjusts and correlates data for landscape architectural work
- Provides input to or maintains technical logs and records
- Prepares or participates in preparation of construction drawings, project schedules, graphic presentations and architectural renderings
- Checks manufacturers drawings and data for compliance with specs and drawings
- Designs or participates in design for landscapes and grounds
- Prepares architectural and/or engineering models
- Works with other technical personnel

CIVIL/STRUCTURAL ENGINEER

- Develops conceptual designs, studies, reports and proposals for civil/structural commodities and scope
- Performs calculations and basic preliminary analysis
- Uses computer aided engineering/computer aided design tools
- Checks manufacturers drawings and data for compliance with specs and drawings
- Designs or participates in design for structures, buildings and earthworks
- Develops discipline material quantity estimates
- Compiles, verifies and correlates data relating to engineering problems
- Participates in preparation of material requisitions, specifications and other related procurement documents
- Works with other technical personnel

PIPING/MECHANICAL ENGINEER

- Develops conceptual designs, studies, reports and proposals for piping/mechanical commodities and scope
- Performs calculations and basic preliminary analysis
- Uses computer aided engineering/computer aided design tools
- Checks manufacturers drawings and data for compliance with specs and drawings
- Designs or participates in design for piping systems, mechanical equipment, and HVAC
- Develops discipline material quantity estimates
- Compiles, verifies and correlates data relating to engineering problems
- Participates in preparation of material requisitions, specifications and other related procurement documents
- Works with other technical personnel

ELECTRICAL/INSTRUMENT ENGINEER

- Develops conceptual designs, studies, reports and proposals for electrical/instrument commodities and scope
 - Performs calculations and basic preliminary analysis
 - Uses computer aided engineering/computer aided design tools
 - Checks manufacturers drawings and data for compliance with specs and drawings
 - Designs or participates in design for electrical systems and instrumentation
 - Develops discipline material quantity estimates
 - Compiles, verifies and correlates data relating to engineering problems
 - Participates in preparation of material requisitions, specifications and other related procurement documents
 - Works with other technical personnel
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CONSTRUCTION MANAGER

- Responsible for organization and direction of construction and related activities
- Primary client contact for all project field activities
- Responsible for all jobsite activities and ensures all construction operations are in compliance with design and specifications and completed on schedule, within budget and to quality standards
- Essential Job Duties
 - Directs and coordinates all construction activities
 - Coordinates all jobsite activities
 - Establishes or assists in establishing project execution plan and development of overall project construction budget and schedule
 - Coordinates construction effort with Project Manager, Procurement, Construction, Project Controls, Startup, and ES&H
 - Ensures field organization is composed of qualified and knowledgeable personnel and for effective utilization of personnel
 - Establishes and implements construction schedules, methods, staffing plans, material and equipment requirements
 - Controls all jobsite expenditures for labor, equipment, material, and services and ensure field operations are within budget
 - Responsible for all jobsite labor relations

CONSTRUCTION COORDINATOR

- Serves as link between Construction and other members of project team
 - Ensures construction requirements are made known to the project team in a timely manner and obtains construction's responses to the needs of other members of the project team
 - Assists the Construction Manager
 - Essential Job Duties
 - In early design phases of project, inputs construction considerations into the siting and design philosophies
 - Follows design development and suggests economical construction details to be incorporated into design drawings and specs
 - Participates in overall construction plans, layouts, organizations, etc.
 - Develops field organization and construction equipment plans for Construction Manager
 - Develops construction procedures
 - Works with project engineering to develop the scope and layout of temporary facilities
 - Identifies potential problem areas and/or trends that will impact construction
 - Constantly aware of any major quantity changes due to design evolution, scope change, etc.
 - Participates in preparation and review of construction estimates, budgets, forecasts and schedules
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CONSTRUCTION PLANNER

- Plans and sequences construction activities for inclusion in the project schedule
- Coordinates resource loading of project schedule with Construction Management and Project Scheduler
- Optimizes resources through evaluation of planned activities and sequences
- Coordinates support for planned field activities

ESTIMATOR

- Supports cost estimating efforts as directed
 - Assists in historical data analysis and maintenance of historical databases
 - Essential Job Duties
 - Performs routine quantity take-offs from design drawings. Collects, reconciles and verifies data for summary comparisons
 - Applies unit rates (cost and jobhour) to quantities and performs the cost estimate
 - Supports basic material detail pricing
 - Gathers appropriate quantity and labor information
 - Supports escalation analysis and calculations for cost estimate changes
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SCHEDULER

- Performs schedule development, maintenance and monitoring activities
 - Leads planning and scheduling activities
 - Essential Job Duties
 - Assists in preparation of schedule data for proposals
 - Identifies scope of schedule activities
 - Determines schedule dates for work activities. Determines milestones to support project schedule
 - Assists team members in establishing work sequence and activity durations and determining interdiscipline constraints or interfaces.
 - Develops quantity release or installation curves
 - Assists in developing work plans
 - Performs schedule monitoring, including identifying critical activities and
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COST ENGINEER

- Performs cost estimating, analysis and control activities
- Essential Job Duties
 - Prepares cost data for proposals
 - Determines scope definition requirements for a discipline and works with Engineering to coordinate production of required data to conform the overall estimate preparation plan
 - Prepares budgets
 - Develops and implements requirements for cost recording, reporting, and analyzing
 - Performs performance monitoring and control
 - Independently provides financial reporting and trending
 - Develops project code of accounts
 - Collects and classifies cost engineering data
 - Performs data analysis and development