



FIELD ENGINEER

POSITION SUMMARY:

Assist Project Manager in being responsible for management of all aspects of the construction of the various projects at all stages. Must possess strong analytical, organizational, planning and communication skills with a commitment to high standards, integrity and ethics. Direct report to Project Manager. Will also support Construction Manager with technical detail and interpretations of project requirements.

ESSENTIAL JOB FUNCTIONS:

- Communicate all aspects of project to the Project Manager
- Read and understand the plans and specifications for project bids
- Perform or direct performance of quantity takeoffs
- Perform or direct performance of solicitations to Vendors and Subcontractors
- Visit project site to observe progression
- Based upon all information assist in generating costs of the project using estimating software
- Upon successfully bidding the project, transfer, or direct transfer of information from estimating software to job costing software
- Communicate rollout of project with Construction Manager & Superintendent
- Perform or direct generation of subcontracts and purchase orders for project
- Perform or direct entry of cost information into job costing program
- Perform or direct submittals to agencies as required for construction of project
- Review of job cost information as it becomes available – Verify accurate and complete, address and / or correct as necessary
- Generate and / or update construction schedule
- Communicate with Construction Manager and Superintendent on regular basis to ensure project issues / concerns are addressed
- Communicate with Project Owner and/or Owner's Representative on regular basis to ensure project issues / concerns are addressed
- Generate billing quantities from information provided by Field personnel and contractual requirements. Obtain approval from Owner and supply accurate billings to Accounting Department
- Maintain field office in a professional and organized manner

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.