



1021 Howard Ave., Suite D
San Carlos, CA 94070

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License #633971

TITLE: Project Engineer

Email: HR@codybrock.com

Reports to: Project Manager

Position Summary

The Project Engineer is responsible for assisting with all aspects of Cody|Brock's commercial building projects, including estimating, bidding, responding to RFPs and RFIs, scheduling, managing subcontractors, and client communication. All project administrative duties are shared and executed by the Project Engineer under the guidance and direction of the Project Manager. This position works closely with the Project Manager to develop and maintain client relationships, to complete projects to Cody|Brock's high-quality standards, and to meet overall company objectives.

Essential Duties and Responsibilities

Support project management efforts:

- Review and understand plan specifications and documents for overall project knowledge
- Maintain and organize copies of all project files
- Work with PM to develop scopes of work, schedules, and bids
- Prepare, update, and distribute OAC meeting notes on a weekly basis for all projects
- Process, track, distribute, and manage approved documentation (subcontractor submittals, RFIs, drawings, change orders, project schedule, closeouts) in collaboration with Project Manager
- Assist in project buyouts
- Assist Project Manager with preparation of project invoices
- Review subcontractor invoices for contract accuracy, percentage of completion, and proper backup documents
- Complete project closeout documentation and assist in punch list tracking and review
- Assist Project Managers and team members with updating and tracking project timelines and schedules
- Coordinate the permit process with local project government offices. (i.e., Planning, Building, Public Works, Fire, etc.)
- Support field teams and distribute updates of all necessary project documents in a timely fashion
- Maintain and uphold quality control to Cody|Brock's highest standards

Safety:

- Wear PPE always in accordance with company policy
- Assist in managing the overall site safety program as required at the jobsite and ensuring subcontractor compliance with CBI standards and all applicable safety codes and regulations
- Follow the consistent practice of Cody|Brock's Safety Culture as part of the daily operating procedures
- Maintain current and valid certifications
- Ensure that public safety is always maintained

Leadership and Communication:

- Manage conflict well, finding the cause of issues and provide prompt solutions
- Effectively communicate with project Superintendent, Project Management and/or project team for priority, organization, and completion of project tasks
- Effectively communicate means and methods of job tasks prior to execution
- Maintain accurate job costing records



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To perform the job successfully, an individual should demonstrate the following competencies, as well as the competencies required of all employees to perform the essential functions of this position:

Competencies required of this position:

- **Strong Work Ethic:** Be willing to do whatever it takes to do your job to the best of your ability. Ask for guidance when necessary.
- **Detail-oriented:** Pay attention to project details, making sure not to overlook any critical, time-sensitive, or project-specific information.
- **Leadership:** Inspire and motivate others to perform to the best of their abilities. Mentor others to reach their full potential. Accept feedback from others. Work on improving own areas of weakness.
- **Problem Solving:** Identify and resolve problems in a timely manner. Skillfully gather and analyze information. Work with others to find solutions if necessary.
- **Quality Management:** Explore ways to improve and promote quality in every aspect of your daily work and in the work of those who work on your projects. Encourage accuracy and thoroughness from every team member. Maintain compliance with legal and regulatory requirements.
- **Integrity:** Share complete and accurate information. Maintain confidentiality. Adhere to organizational policies and procedures.
- **Safety and Security:** Ensure all employees are following safety guidelines and protocols in their respective roles.
- **Stress Tolerance:** Display emotional resilience and the ability to withstand pressure on an ongoing basis. Handle difficult situations while maintaining performance. Seek support from others when necessary.

Required of all Cody|Brock employees:

- **Communication:** Speak clearly and persuasively in positive or negative situations, demonstrate presentation skills, and conduct productive meetings.
- **Adaptability:** Adapt to changing work environments, work priorities, and organizational needs. Effectively deal with change and work well with a diverse workforce.
- **Teamwork/Collaboration:** Interact with people effectively. Be able and willing to share and receive information. Cooperate within the group and across groups. Support team decisions. Work positively with others, maximizing individual strengths to create a more impactful and successful whole. Put team goals ahead of own goals.
- **Motivation:** Display energy and enthusiasm in performing all aspects of the position. Commit to putting in extra effort as needed to achieve team and company goals. Maintain a high level of productivity, along with a willingness to do whatever task is necessary to accomplish goals.
- **Judgment:** Display willingness to make decisions, exhibit sound and accurate judgment, and make timely decisions.