

## Construction Project Engineer

DPR Construction, Asia Pacific Pte Ltd is seeking a Project Engineer with up to 2 years of commercial construction experience for our Singapore region.

If hired as a Project Engineer, he/she may be required to undergo a training program as a Project Engineer intern in one of the DPR offices in the United States of America for 3-6 months.

Project Engineering will be on commercial projects within our core markets: Healthcare, Higher Education, Advanced Technology, Life Sciences and Corporate Office. Project Engineers will work closely with all members of the project team and will be responsible for the following:

### General Skills Required

- Organized work approach with the ability to adapt and adjust as required to support the projects current needs
- Detailed knowledge of the assigned project scopes with a hands on approach.
- A desire to seek out and resolve construction problems /conflicts that arise during design and construction phases
- Goal orientated approach to promptly coordinate and resolve project issues within the project team (including interfacing with designers, engineers, and Owners)
- Understanding and management of contract compliance. This includes between DPR and subcontractors as well as DPR and the Owner
- Participate in and apply DPR's Environmental Health and Safety Plan to constantly maintain Injury-Free Environments.
- Assist Project Team in the implementation of DPR policies and the execution of the project
- Contribute to the organizing of the duties of other DPR team members. This includes providing direction, prioritization, performance feedback
- Participation in trainings and company meetings to facilitate individual and company growth
- Ability to organize and electronically archive project files or easy access by the project team

### Specific Role Responsibilities

- Prepare, monitor, and update project schedules. Work with the project team leaders to impact the schedule with project constraints
- Prepare, maintain, and implement various document control entities such as daily reports, material procurement logs, submittal logs, as-builts, testing and inspection logs, RFI logs, and change order logs
- Distribute new drawings, 3D models, changes, approved submittals, RFI responses, and other project information to all affected parties
- Identify, assemble, negotiate and distribute change orders to both the owner and subcontractors
- Assist project team with keeping cost, commitment, and project information current in the company job costing system
- Assist project team with preparing monthly progress reports by incorporating all new contract amounts, purchase orders, and change orders

- Assist project team with preparing monthly fee and cost status reports
- Prepare agendas, documents, meeting minutes, and actions for various meetings including Owner/Architect/Contractor meetings, subcontractor coordination meetings, safety meetings, and staff meetings
- Perform weekly safety audits
- Prepare project invoicing by assembling DPR costs, receiving and reviewing subcontractor invoices and organizing the documents in accordance with the Owner's requirements
- Monitor testing and inspection record and reports, safety inspection and accident logs and reports, record building permit inspections and sign offs

#### Specific BIM-Related Role Responsibilities

- Participate and head up the model coordination meetings with stakeholders such as owner, architects and engineers and subcontractors; Prepare and distribute follow-up action items for subcontractor detailers and modelers; Record trade model coordination sign offs
- Review all subcontractor and vendor shop drawing level models for compliance with contract documents and coordination with all other items of work
- Use BIM to identify conflicts, incomplete or ambiguous design information and study questions/issues presented to subs, vendors, designers, DPR crews and staff or others
- Manage 3D as-built model quality assurance process
- Coordinate with BIM service providers to ensure accuracy and timely delivery of 3D object models

We are looking for a flexible, detail-oriented team player with the ability to manage multiple tasks, produce quality work, and consistently meet deadlines. The successful candidate will possess:

- Excellent listening skills and have strong communication skills
- Ability to work effectively with others.
- Professionalism in dealing with Owners, Architects, Subcontractors, Consultants, Crafts people and co-workers.
- Ability to identify and resolve complex issues
- Effective participation in team environment
- Maintain excellent verbal and written communication skills.
- Motivation to continually learn and take on added responsibilities while maintaining a positive attitude. Develop expertise in each skill area exposed to.
- Judgment: Knowing how to respond to a problem in a manner consistent with the Company's primary interest.
- Planning – Looks ahead and organizes activities to stay on top of the project's needs.
- Initiative – Seeks out new opportunities to contribute. Pushes the envelope, raise the bar. Treat each task as an opportunity to excel.
- Ownership – Is totally committed to the success of the project, his teammates and the company. Sees the success of his project as a reflection on him.
- Proficient computer skills in Microsoft Office Suite, Project Management software (CMiC, Prolog or similar), Scheduling software (Primavera or similar) and BIM software (AutoCAD, Revit, Navisworks or similar).

- Up to 2 years of experience as a Project Engineer, preferably within DPR's Core Market projects.
- Bachelor's degree in Construction Management, Engineering, or related field.
- A strong work ethic, a "can-do" attitude and a passion for construction.