

Staffing Responsibilities

Project Manager – Oversees entire project from start to finish. PM handles buyout, oversees all cost issues, owner relations, office staff. Works with Project Super to oversee field staff.

Project Superintendent – In charge of overall site, sitework and landscape scope including excavation and field staff including intern, laborers and craft. Also may help oversee concrete subcontractor. Will handle schedule with PE support. Will oversee all safety and QC issues until construction starts. Puts together site utilization plan and manpower charts.

Area Superintendent #1 – Oversees MEP and is responsible for two FE's. Helps support PS.

Area Superintendent #2 – Oversees Concrete and is responsible for one FE. Helps support PS.

Area Superintendent #3 – Oversees Finishes for the building and is responsible for one FE. Helps support PS.

Project Engineer #1 – Oversees job startup to closeout. Handles cost: internal and Owner change estimates, sub billing, payroll, job cost analysis. Supports PS with schedule updates and in charge of all OEs. Helps support PM with Owner relations and oversees Office Manager.

Project Engineer #2 - Helps oversee job startup helps with writing and issuing sub contractor change orders. Help oversee OE's

Office Engineer #1&2 – handles buyout and submittals, RFIs, monthly billings from subs, document control, other administrative duties. Approve and track all material/equipment to site.

Office Engineer #3 – support office as needed. Transition to FE halfway through project to support completion and punch list activities.

Field Engineer #1, 2 and 3 – one for each AS to handle site layout, survey controls and quality control with subcontractor work.

Field Engineer #4Concrete – Helps support Concrete Area Superintendent. Helps with layout, survey and quality control.

Safety – Not required per Owner but is part of HPCC best practices to give Owner a safer site.