



### **PROJECT MANAGER**

The Project Manager is the company's "management representative" and is responsible for the safe completion of his or her project within budget, on schedule, to the company's quality standards, and to the customer's satisfaction. It is his or her responsibility to initiate required action to achieve these objectives and to ensure that all project activities are consistent with the contract documents and company policies.

The Project Manager's first responsibility is to support the effectiveness of the Project Superintendent and the project staff. Generally, the Project Manager will concentrate on long-term planning, scheduling, and the identification and resolution of possible "roadblocks" and "pitfalls" in order to avoid an impact to the project. The Project Manager is also responsible for ensuring that all logistical support is completed in a timely manner so that the Project Superintendent can concentrate on the daily and weekly direction of the company's resources and coordination of subcontractors.

### **ESTIMATOR**

The Estimator assists the Project Manager with the procurement and subcontracting phase of the project. To accomplish this, the Estimator assists in developing bid packages and solicitations for work that is to be subcontracted. Upon receipt of subcontractors bids; quantities, scope and cost are evaluated in order to correctly identify the lowest qualified bidder. When the lowest qualified bidder has been identified the Estimator assists the Project Manager in developing the subcontract and purchase agreements which establish the contractual relationship between Hensel Phelps and the subcontractors/vendors throughout the duration of the project.

### **PROJECT SUPERINTENDENT**

The Project Superintendent is the Company's representative assigned the responsibility and authority for daily coordination and directing of the project so that it is safe, within budget, on schedule, to the company's quality standards, and to the customer's satisfaction. To accomplish this, he or she must conceptualize a plan on how he or she is going to construct the project and must ensure that the daily and weekly activities are consistent with this plan. The Project Manager and Project Superintendent will work as a complementary team where the sum of their efforts is greater than their individual efforts. The Project Manager will generally concentrate on long-range planning, problem solving, and logistics so that the Project Superintendent can concentrate most of his or her time on the daily and short-range direction of the project.

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## STAFF POSITION DUTIES

### **AREA SUPERINTENDENT**

The Area Superintendent serves primarily on larger projects by assisting the Project Superintendent. The Area Superintendent will support development of the project schedule, pre-job planning, and will accept responsibility for a specific area of the project or phase of work. Responsibilities entail such items as safety compliance, craft supervision, production, subcontractor coordination, scheduling, material handling, daily reports, quality control and craft training. The Area Superintendent's position provides field experience for future advancement to Project Superintendent or Project Manager.

### **PROJECT ENGINEER**

The Project Engineer is the chief engineer on the project. He or she is responsible for all on site project administration. He or she will report to the Project Manager or the Project Superintendent as agreed to in the organizational setup. Duties typically include processing of all shop drawings, submittals, and expediting material deliveries. Coordinate and schedule shop drawings, catalog cuts, and sample submittals (and resubmittals when necessary) in a timely manner. Review for completeness, accuracy, interface with other trades, and conformance to the plans and specifications: Make corrections as needed and secure approval from the architect/engineer.

### **OFFICE ENGINEER**

The Office Engineer acts as an assistant to the Project Engineer. Responsibilities of the position are similar to that of the Project Engineer, but are tailored to the individual's experience level. The position of Office Engineer may be used as a training position leading to Project Engineer, Area Superintendent or Estimator. Depending on the size and complexity of the project, there may be one or more Office Engineers assigned.

### **FIELD ENGINEER**

The Field Engineer works directly for the Project or Area Superintendent. The position provides valuable field experience for future responsibilities similar to those of the Project or Area Superintendent. As such, the role of the Field Engineer is flexible to fit the capabilities and background of the individual, as well as the nature of the project.

### **QUALITY CONTROL ENGINEER**

The Quality Control Engineer assists the project team in the administration of the QC program. They are responsible for the organization of all QC documentation and assist with all related tasks including, Pre-Mobilization and Preparatory

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Meetings, material inspections, initial, follow-up and final inspections as well as the punch list process. This position performs daily field inspections to verify the work being completed complies with the project specifications and applicable codes. The QC Engineer is responsible for initiating and tracking all deficient work items on a Discrepancy Report which is shared with the project team as well as the Owner's Representative on a regular basis.

### **SAFETY ENGINEER**

The Safety Engineer has the general responsibility to assist in the prevention of accidents on the job site through daily inspections of the work area, enforcement of company safety policies, and compliance with Federal, State and local laws and ordinances dealing with safety related subjects. The Safety Engineer assists the project management team in monitoring work activities in all areas of the job site, and assists in the correction of unsafe acts or conditions.

### **OFFICE MANAGER**

The Office Manager will be primarily working with the Project Engineer or Project Manager to perform clerical work such as answering phones, mailing correspondence, copying, filing, tracking of insurance certificates, etc. The Office Manager is also responsible to input all payroll data from the time cards into the accounting software database so that the Corporate Office can issue payroll checks weekly; this can be a sizeable task when there is a large labor force of craftspeople on the project. Depending on the workload and project size, more than one secretary may be required at times on a project.