Project Personnel Position and Duties

Project Manager

The Project Manager (PM) is the Company's "management representative" and is responsible for the safe completion of his/her projects 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 all project activities are consistent with contract documents and the Company's policies. The PM's duties will vary as required to support the project team.

Responsibilities include:

1. Pre-job Planning and Mobilization
2. Purchasing - Most major purchasing is accomplished by the Estimating Department, but the ultimate total project contracting responsibility rests with the Project Manager.
3. Customer/Owner Relations - Regularly visit with the customer and Architect/Engineer and probe for problems which may not be obvious to jobsite personnel. Maintain open communications.
4. Cost Reports - Weekly and monthly review (study) of job cost reports and preparation of monthly analysis. Carefully analyze cost and schedule problems and initiate alternatives which will cause a course correction.
5. Quality Control and Commissioning - Ensure the Quality Control Plan is set up for the project; set the tone for enforcing the quality standards for the project by attending and participating in the buyout and pre-mobilization meetings; and be alert to a deviation from our quality standards and ensure proper corrective action is initiated. Also implement the Commissioning Manual to ensure a properly function building.
6. Personnel evaluation, development, and retention.
7. Recruiting of salaried personnel.
8. Subcontractor relations – perform monthly review of subcontractor performance and any unusual (good or bad) situations developing with a subcontractor should be reported to the Operations Manager

Design Manager

The Design Manager is responsible for the successful completion of the design of a project and reports to the Project Manager, Estimator-in-Charge or Operations Manager as decided by the Operations Manager.

Responsibilities include:

1. Develop the design to incorporate safety measures to be used both during construction and permanently by the Owner.
2. Develop and implement Third Party/Peer Review Process

3. Understand the estimate and ensure design team stays within budget. Assist in value management/ engineering to stay within budget. Ensure all approved trend estimates are incorporated into the drawings.
4. Manage the change estimate process during the design phase. Help the project team resolve all cost issues once the design is complete.
5. Manage the design services and peer review costs.
6. Review and assist in writing bid packages, lead pre-bids and analyze proposals.
7. Ensure the Risk Management Tool is used during the design phase to capture all risks and help mitigate them.
8. Ensure proper documentation of all Design Meeting Minutes, Design Packages, Design Changes, etc.
9. Manage the LEED process.
10. Develop and maintain the design schedule that supports the project schedule. Ensure the designers, including design-build subcontractors, are meeting the schedule. Visit the different offices to see the work being completed. Manage the Owner to ensure the design schedule is met.
11. Develop a relationship with the Owner to facilitate the communication between the design team, Owner and construction team to ensure all the Owner's requirements, the Prime Contract and RFP documents are met.

Project Superintendent

The Project Superintendent (PS) is the Company's representative assigned the responsibility and authority for daily coordination and direction 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, h/she must conceptualize a plan of how to construct the project and must ensure that the daily and weekly activities are consistent with this plan.

Responsibilities include:

1. Safety - Safety planning is to be included in all pre-job planning and considered foremost in the daily operations. Establish Hensel Phelps safety culture on the project.
2. Quality – The Superintendent is responsible for all quality control on the project. Any repetitive quality problems with a subcontractor or vendor should be called to upper management's attention. The Company has a policy and past record of providing high quality work and this high-quality standard is to be maintained on each project.
3. Job Planning - Development and implementation of the pre-job plan. Create material handling and site utilization plans.
4. Scheduling - Participate in the project scheduling to the extent necessary to ensure that it is "his/her schedule" and that it complies with the job planning.
5. Coordinate and supervise all Company work forces on the project including employment of laborers and craft persons. Maintain accurate time keeping and cost records. The next job you build may be bid on the basis of your cost record.
6. Develop Area Superintendents, Engineers, Foremen and craft persons.

7. Recruiting of salaried personnel as time permits.
8. Coordinate and schedule all subcontractors – Hold weekly scheduling meetings with all subcontractors' Foremen.
9. Study labor recaps and cost controls carefully to determine areas needing special attention and initiate changes and procedures to bring costs back into budget.
10. Material Receiving - Be sure that material received is properly inspected for quantity and quality, and that the receiving tickets are properly signed and coded and given to the Jobsite Administrator.
11. Equipment - Equipment needs should be reviewed with the Project Manager and General Superintendent
12. Owner Relations – Participate in the Owner/Architect/Contractor meetings. Along with the Project Manager, ensure Owner and Owner's Representatives are aware of changes to schedule, potential conflicts, etc.
13. Be sensitive to special requirements of the customer or neighbors to ensure satisfactory relations.

Area Superintendent

The Area Superintendent (AS) is responsible for a specific area of the project and reports to the Project Superintendent. The responsibilities mirror that of the Project Superintendent; but are usually limited to the assigned area of the project. These responsibilities are typically safety compliance, craft supervision and production, subcontractor coordination, scheduling, material handling, daily reports, quality control and craft training.

Responsibilities include:

1. Safety – Create AHAs/STAs with Foreman for all self-performed work. Review AHAs for subcontractors.
2. Job Planning - Create material handling and site utilization plans for specific areas. Coordinate with Project Engineer's and Office Engineer's on material needs, RFIs, etc.
3. Scheduling - Participate in the project scheduling. Maintain 4-week schedule for his/her area.
4. Coordinate and supervise Company work force in his/her area.
5. Develop Field Engineers, Foremen and craft persons.
6. Coordinate and schedule subcontractors – Participate in weekly scheduling meetings with all subcontractors' Foremen.
7. Material Receiving - Be sure that material received is properly inspected for quantity and quality, and that the receiving tickets are properly signed and coded and given to the Jobsite Administrator.
8. Quality Control - Superintendent is responsible for all quality control on the project, both Company and subcontractors.
9. Ability to review and navigate within the current 3D model viewing and scheduling software and collaborate with the VDC team.

Project Engineer

The Project Engineer (PE) is the chief engineer on the project. He/she reports to the Project Manager is responsible for all on-site project administration. The PE is responsible for managing the Office Engineers and Jobsite Administrator.

The following is a partial list of the primary tasks of the Project Engineer, some of which may be delegated to jobsite personnel, but which require his or her close supervision:

1. Assist the Project Manager and Superintendent as follows:
    - **a.** Accumulate all necessary data for and prepare the monthly Owner Pay Applications.
    - **b.** Discover and resolve interface conflicts between the Company and subcontractors, as well as among subcontractors.
    - **c.** Assist the Company's field supervisors on interpretation of drawings, specifications, IRs/RFIs, and questions for and from the Architect/Engineer.
    - **d.** Process and estimate all Change Orders
    - **e.** Assist in developing and updating the schedule.
    - **f.** Assist with production analysis studies.
    - **g.** Run weekly Owner/Architect/Contractor meetings and maintain meeting minutes.
    - **h.** Assist in Monthly Margin Analysis.
2. Safety - Participate in the jobsite safety meetings, weekly safety audits, etc.
3. Quality - Facilitate and/or participate in Preparatory Meetings, Initial Inspections, Follow-up Inspections, etc.
4. Manage, train, and mentor the Office Engineers.
5. Develop/manage the Cost Control and Labor Recap in conjunction with the Project Manager and Project Superintendent.
6. Ability to review and navigate within the current 3D model viewing and scheduling software and collaborate with the VDC team.

Office Engineer

The Office Engineer (OE) acts as the assistant to the Project Engineer. On jobs which do not have a Project Engineer, the OE will report directly to the Project Manager or Project Superintendent as determined by the project team. Responsibilities of the position are similar to the Project Engineer; however, requirements of the job or the experience of the individual preclude him or her taking total responsibility. Depending on the size and complexity of the project, there may be one or more Office Engineers.

The following is a partial list of the primary tasks of the Office Engineer:

1. Support the field - The primary way this is done is through Materials Management. This includes reviewing and processing submittals, shop drawings, and expediting material deliveries.
2. Create and track RFIs.

3. Process Subcontract bonds, insurance, pay applications, correspondence, change estimates, change orders.
4. Safety - Participate in the jobsite safety meetings, weekly safety audits, etc.
5. Quality - Facilitate and/or participate in Preparatory Meetings, Initial Inspections, Follow-up Inspections, etc.
6. Other duties as designated by the Project Engineer, Project Manager, or Project Superintendent.
7. Ability to review and navigate within the current 3D model viewing and scheduling software and collaborate with the VDC team.

Field Engineer

The Field Engineer (FE) works directly for the Superintendent as his/her primary responsibility. The position is normally used as an entry-level position preparatory to becoming an Office Engineer or Project Engineer. The primary purpose of the position is to train Hensel Phelps management staff how to build projects in the field; and aid the Superintendent in front-line field management. It is considered primarily a training position, but requires a considerable amount of work, responsibility, persistence, problem solving ability and good attitude, because the FE is responsible for the majority of the layout on a project as well as lift drawings, safety, and quality control responsibilities.

The following is a partial list of the primary tasks of the Field Engineer:

1. Layout (surveying) work.
2. Produce lift drawings to aid in coordination and identify potential constructability issues.
3. Check concrete forms for accuracy and adequacy of construction, including all embedded items before placement of concrete.
4. Assist with quality control, safety program, and coordination of subcontractors as delegated by the Project Superintendent.
5. Aid Inspector of Record (IOR) with inspections and ensure any required corrections are made
6. Coordinate material deliveries by checking material requirements in advance and comparing with the delivery status. Additionally, verify materials delivered to the job for quantity, quality, and condition, and check for missing and/or damaged items.
7. Assist Foremen with interpretation of plans and specifications.
8. Work closely with the Project Superintendent to avoid duplication of effort, as well as to report individual progress and activities so they can be continually evaluated and corrected, if necessary.
9. Direct a small work force (e.g., a small labor crew) to gain supervisory experience.
10. Ability to review and navigate within the current 3D model viewing and scheduling software and collaborate with the VDC team.

Safety Positions and Duties

Safety Engineer

The Safety Engineer is a resource for supporting the Safety Manager and Project Team in the successful completion of a construction project. The Safety Engineer reports directly to the Safety Manager, Senior Safety Manager, or Director of Safety and Health. This position assists the project team in planning, monitoring work activities and gaining correction of unsafe acts or conditions.

The following is a partial list of the primary tasks of the Safety Engineer:

1. Knowledgeable of the Company Safety and Health Program.
2. Assist in the completion and maintenance of the Accident Prevention Plan.
3. Participate in the 6 Step Quality / Safety Process.
4. Assist the Project Superintendent in the project Site-Specific Safety Orientation.
5. Assist in the development and review of AHAs
6. Conduct project safety audits.
7. Assist in OSHA inspections, as necessary.
8. Assist with accident and/or near miss investigations.
9. Assist in monitoring of subcontractor safety performance.
10. Audit project safety point files.

Quality Control Positions and Duties

Quality Control Engineer

The Quality Control (QC) Engineer is responsible for assisting with the QC program on whichever project(s) he/she may be assigned. This individual should also participate in District efforts to promote quality control.

The following is a partial list of the primary tasks of the QC Engineer (refer to the Quality Control Manual):

1. Interface directly with Owner's Quality Assurance on all quality related issues and manage inspection request process
2. Be technically experienced and capable of comprehending the specifications, standards, and code requirements for all disciplines (i.e., architectural, civil, structural, mechanical, and electrical).
3. Perform daily field inspections to verify contractor's work complies with the project specifications and applicable codes.
4. Submit a Daily Report identifying areas inspected, test performed and any significant findings.
5. Participate in the Preparatory Meetings and Initial, Follow-up and Final Inspections.

6. Actively participate in the Work Completion Tagging Process, In-house Punch List Process, and the Pre-Final Punch List Process to document deficient items in the field.
7. Perform material inspections to verify that the products are to specifications and that storage, staging and material handling methods are implemented.
8. Audit subcontractor quality control procedures.

Administration Positions and Duties

Office Manager

The Office Manager works directly for on-site management team and indirectly for the District Office Administrative Supervisor. He or she is responsible for hiring procedures, answering telephones, and distribution of forms, correspondence, etc., from job start-up to job closeout. Other responsibilities include contract administration, maintaining craft payments, processing invoices, and monitoring certified payroll procedures.