Position Title: Project Engineer
Department: Project Management

Position Purpose: Ensures project engineer activities are completed in accordance with established quality standards and procedures in a timely and successful manner.

Essential Functions & Basic Duties:

- At time of assignment, review all project documents.
- Log in all project rough-in & shop drawings / brochure book. Plot drawings for project manager review
- Transmit all submittals to general contractor for approval. Track approved submittal returns.
- Communicate with project managers any delays in submittals or returns.
- Release custom fabricated equipment shop drawings for production after project manager approval.
- Manage drawings racks. Coordinate with installer drawing racks.
- Coordinate submission of as-built drawings with owner manuals.
- Attend job site pre-construction meetings. Communicate necessary schedule and special condition information from meeting to project manager and accounting department.
- Attend Great Lakes’ weekly project meeting.
- Auto-Quotes (AQ360) - Access spec sheets and installation manuals as needed.
- Follow up on missing accessories, parts, etc.
- Create project brochure books.
- Arrange for special equipment required on site (lifts, lulls, scaffolding, etc.) at project manager’s direction.
- Visit job sites with project managers. Field measurements, coordination of mechanical/electrical requirements with other trades.
- Coordinate and attend equipment demonstrations.

Required Skills & Abilities:

1. Pre-planning skills.
2. Attentive to detail and accuracy.
3. Well organized.
4. Cooperative and willing to assist others.
5. Professional appearance and demeanor.
6. Knowledge of related computer software applications.
Intent & Function of Job Descriptions:

Job descriptions are essential to an effective appraisal system and related decisions. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks only incidentally related to each position have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Job descriptions are not intended as and do not create employment contracts. Great Lakes maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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