



Warfel Construction is currently looking for **Field Engineers** to join our team based out of both our East Petersburg and Paoli offices. Our Field Engineers are in the unique position to serve as a critical member of a project team while learning various project components from all project team members – including Superintendents, Foreman, and Project Managers.

Field Engineers spend up to five (5) days a week on the jobsite, with time in the office as necessary. Much of your time is spend reviewing material deliveries, quality of installations, assisting project engineers with contract documents, submittals, and RFI's, as well as other documentation tasks that may occur on the jobsite.

Job responsibilities may include, but are not limited to, the following:

- Develops a foundation for navigating and understanding construction documents. Reviews and learns contract documents (drawings & specs).
- Develops the ability to review and relate subcontractor/vendor scopes of work for the project to the construction documents. If a project is in start-up, will assist the team with buyout as needed.
- Reviews daily jobsite needs with the job site supervisor and defines how they can assist to track or manage or check items that are progressing.
- Manages all new contract documents and keeps all file locations/paper copies updated with newest documents. Tracks document management log. Must have new documents distributed to project team in a timely fashion. Coordinate with Project Engineer to track change management.
- Prepares RFI's to the architect/engineer in Procore Construction Software to get answers for questions asked by the subcontractors and by Warfel personnel.
- Receives RFI responses and has them sent to subcontractors; follows up with any action needed to be taken by specific subcontractors
- Assists Project Engineer with submittals as requested and sends them to the Project Engineer for approval. Follows-up with appropriate parties on outstanding submittals.
- Prepares meeting minutes for subcontractor meetings and reviews lookahead schedule information with site supervisor. Will review with Project Engineer for approvals and transition of responsibility.
- Takes notes and writes minutes for Pre-Installation meetings.
- Assists site supervisor with the activity of vendors for adherence to delivery dates and completion of field activities. Take appropriate action if schedules are not being met. Tracks items in lead time log.
- Reviews material delivered and being installed on the jobsite to ensure compliance with the contract documents and approved submittals.
- Develop Material Lead Time Log and track material delivery dates for key project materials.



- Reviews material deliveries brought in by subcontractors and verifies them against approved submittals and contract documents. Tracks delivery log.

QUALIFICATIONS:

- Bachelor's degree in Engineering, Architecture, or similar program. All Bachelor's degrees are accepted if the individual is passionate about construction.
- Needs to be a motivated, self-driven, and passionate team member
- Excellent written and verbal communication skills
- Solid organizational skills, including attention to detail and multitasking.

Competitive pay and benefits offered. Warfel Construction Company is an equal opportunity employer.