



Field Engineer – Job Description

Heeter Geotechnical Construction, LLC

Position:

- Field Engineer

Department:

- Operations

Location:

- Project/Field-Based

Supervisor:

- Project Manager/Operations Manager

Purpose:

- This is a project management support role for an entry-level or early career Engineering graduate. This position will give the candidate the opportunity to be introduced to or expand their experience in heavy civil construction while providing the opportunity to gain valuable project management experience.

Responsibilities:

- Assist Project Manager, Superintendent, and project leadership in all facets of the site/project
- Identify and track critical material lead times to ensure a timely delivery date
- Assist in establishing critical path (logic and durations) for the master schedule
- Track material deliveries
- Assist in resolving onsite safety issues if required
- Assist in soliciting subcontractors, creating bid lists as needed
- Assist Project Manager with permit paperwork and procurement
- Set up job site logistics, field office coordination, etc.
- Assist in qualifying and releasing Subcontractors
- Assist in the assembly of subcontractor scopes of work
- Track all documentation for compliance to show final approval and execution
- Receive, review, submit and track subcontractor/vendor submittals, shop drawings and requests for information



- Ensure timely distribution to field Site Superintendent of all documentation from the office, such as approved submittals and physical samples, updated drawings, etc.
- Maintain construction documents for each project and forward all changes to the Subcontractors and the Site Superintendent
- Develop, maintain and distribute meeting agendas and minutes
- Attend any onsite meetings that may be required to maintain meeting minutes

Education:

- BS/BA in Engineering, Construction Management, or related field

Experience:

- 0-3 years of experience with construction, engineering, or field-based work

Skills & Abilities:

- Knowledge of basic engineering principles and construction systems
- Knowledge and experience with AutoCAD preferred
- Ability to read construction documents and specification manuals
- Ability to compile and analyze data
- Strong organizational and writing/speaking skills
- Willingness to grow into a leader and member of a dedicated team
- Availability to travel as needed

Licenses or Certifications:

- None required

Physical Requirements:

- The individual must be able to wear and properly utilize appropriate personal protective equipment (PPE) to work or visit within areas where it is required. This includes hard hat, safety glasses, life vest, respirators, ear plugs, steel toed shoes, or other protective equipment as required by the work performed and location the work is being done
- Sitting for long periods of time, sometimes up to 4-6 hours
- Exposure to computer screens and cellular telephone screens
- Walking, stepping, climbing or otherwise moving from one location on the job site to another, and normally involves physically getting into and out of equipment through the use of vertical mounted ladders up to and including 10' or more in height
- Visually seeing equipment operations well (either naturally or with corrective lenses)



- Standing, stooping kneeling, squatting, climbing or sitting for long periods of time
- Repetitive movements by feet, shoulders, arms, wrists, hands and back in performance of work
- Working at elevated heights
- Lifting 25 lb. objects occasionally
- Carrying 25 lb. objects occasionally
- Adapting to outdoor conditions and prolonged exposure to sometimes adverse weather conditions
- Remaining calm during emergencies and respond appropriately as dictated by the circumstance of the incident
- Exposure to working outdoors in all-weather conditions
- Ability to work more than 40 hours in any given week including weekend assignments and holidays as required

EEO:

- Heeter Geotechnical Construction, LLC is an Equal Opportunity Employer, M/F/D/V

To Apply:

- Send a copy of your resume to: application@heeterconstruction.com