

LARGO CONCRETE, INC.

PROJECT ENGINEER

Detailed Responsibility and Competency Outline

Requests for Information

- Write clear, thoughtful, and concise questions to elicit the best possible response from the Project Team.
- Be ready to explain, describe, and debate the questions with other Project Team members.
- Show professional respect but be tenacious and demand appropriate responses from the Project Team.
- Hold yourself and the Project Team accountable for timely responses.
- Diligently distribute, coordinate, and confirm that all responses are executed in the field.

Submittals

- Be organized, understand, and be clear with the Project Team about project manual/specification obligations.
- Utilize the Project Schedule to manage the process and communicate with the Project Team to stay out front.
- Take time to review submittals for appropriate content and spot check for accuracy.
- Work with your Manager to hold the Project Team accountable if they are not meeting Largo's needs.
- Be consistent and disciplined in following up to keep the Project Team on time and on track.

Log Tracking, Distribution, and Management

- Create and implement an effective plan for following the information being processed through logs.
- Learn and utilize Largo's established logs and tracking tools.
- Constantly measure how you are doing on your plan and adjust to improve the flow of information.
- Use logs and tracking tools to communicate the project needs across the Project Team to achieve great results.

Project Meeting Coordination

- Take charge to distribute action items and minutes while the discussion points are still fresh.
- Be prepared, timely, and responsive on action items for the good of the project.
- Do your part to keep meetings on track and take effective notes.
- Know your audience and be helpful, but don't do someone else's job.

Quantity Survey & Takeoffs

- Learn efficient ways to navigate around and through the Contract Documents.
- Understand how all the contract documents relate to one another.
- Know the definitions within Largo's scope of work and how those relate to the Contract Documents.
- Learn to effectively utilize Largo's take off templates in Bluebeam.
- Understand Largo's concrete proposal, estimate, schedule, and logistics that create a complete bid.

Field Labor Allocation/Coding

- Learn Largo's cost coding standards.
- Understand Largo's time coding process and how to prepare time cards.
- Organize and coordinate crew time cards between the field supervision and accounting.
- Understand the basic differences between labor forces. (i.e. supervision, salary, union and non-union)

Formwork Inventory Control

- Prepare, update, and assist Largo's team in tracking the shoring log & delivery/return process.
- Coordinate Largo's team in the accurate receiving, counting, logging, and return of formwork.
- Assist Largo's team in managing formwork inventory, lost equipment, damage and specific project demands.

Contract Document Management

- Organize the system for tracking and distributing Largo's Contract Documents on time and to the right places.
- Be the first point of contact for document changes and constantly check with the field they have the right information.
- Ensure Largo's team is always using the correct information throughout the project lifespan.
- Be sure to communicate with managers when new documents are published for changes and pricing.
- Be Largo's most knowledgeable team member for what documents are current and where they are located.

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Plan Revision Tracking and Distribution

- Communicate all plan revisions, field revisions and Additional Work Authorizations (AWA) with your team and manager immediately.
- Assist and coordinate Largo's team with tracking all revisions and AWA's.
- Be the first line of defense in protecting Largo's team from doing work outside of Largo's contract.
- Assist in resolving revisions and AWA's in a timely manner with the Project Team.
- Establish clear, fair, and honest dialogue with the Project Team – look for and promote win-win solutions.
- Understand who is authorized to submit and negotiate revisions or AWA's with the Project Team.

Inspection Coordination/Tracking

- Establish working relationships with Inspectors.
- Understand the Inspector's role and what they are responsible for.
- Learn the difference between Largo Concrete's means & methods vs. design & intent.
- Have clear communication with the inspectors and Project Team to close out, fix, and respond suitably.

Pour Checklist/Concrete Order Coordination

- Organize, establish, and coordinate project specific concrete pour checklist protocols with the Project Team.
- Create expectations early and be diligent about receiving timely signoff from the Project Team.
- Understand what is being poured and all the who, what, & where for the various activities/items/work in each pour.
- Plan and project out all the concrete pours based on the contract schedule and be prepared to adjust as needed.
- Establish relationships with suppliers and subcontractors.

Embed Receiving and Coordination

- Understand Largo Concrete's specific scope and responsibility for concrete embedded items.
- Create project specific protocols for receiving, storing, installing, and checking embeds.
- Take extra care in reviewing shop drawings and embeds relative to their layout in the concrete.
- Use other resources (subcontractors, suppliers, etc.) to help manage the embed installation process.

Daily Report Distribution and Management

- Aid the field in coordinating, filling out, and distributing the Largo and Subcontractor daily reports.
- Know our contractual obligations and make sure the appropriate data is in the reports.

Project File Management

- Set up and implement Largo Concrete's file system for project specific electronic and physical information.
- Be the most knowledgeable team member for how the filing system functions and where to find information.
- Ensure the project team understands and uses the filing system.
- Coordinate between the client's document management system (Procore, etc.) and Largo's server.
- Communicate and distribute information on time to help Largo's team succeed.

Field Productivity Tracking

- Learn and understand Largo Concrete's productivity tracking system.
- Assist and coordinate with the Largo Team in setting up and tracking productivity for project specific line items.
- Plan and track productivity by using the project budget to set up the productivity goals and reports.

Project/Contract Closeout

- Know what Largo Concrete owes the client at the completion of our work per the contract.
- Set up the project documents, filing, and tracking with project closeout in mind.
- Understand that final payment to Largo is dependent upon turning in an organized and complete package of documents to the Project Team.

FF/FL Testing/Tracking

- Learn what Floor Flatness & Floor Levelness is and understand how it applies to Largo's Scope of Work.
- Completely understand what Largo Concrete's contractual obligations are for concrete finishes and tolerances.
- Set up and coordinate a reliable system to test, track and distribute the test data and feedback to the Project Team.
- Provide post concrete pour test data to the Project Team highlighting obligations, tolerances, and results for in place work.