



Job Description

Document Code: JCVA-HRD-F02 Effectivity Date: February 1, 2022 Page No.: 1 Revision No.: 0 Dept/Unit: Human Resources

Job Title: Project Engineer	
Division/Department: Operations	
Location: TBD	
Reports to: Jason C. Valderrama	Title: President and CEO
Type of Position:	
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Project-based
<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual

General Description
<i>Act as the liaison between the Owner/Client, consultants, contractors, vendors and other internal and external stakeholders involved in the project execution; and assures that all contracted works are satisfactorily completed according to programme, capital spend, scope and specifications</i>
Responsibilities
<ul style="list-style-type: none"> ▪ Prepare, schedule, coordinate and monitor the assigned engineering projects. ▪ Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications. ▪ Interact daily with the clients to interpret their needs and requirements and represent them in the field. ▪ Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status. ▪ Assign responsibilities and mentor project team. ▪ Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support. ▪ Review engineering deliverables and initiate appropriate corrective actions.
Qualifications
<ul style="list-style-type: none"> • Proven working experience as Project Engineer • Must be organized and has initiative to take actions with minimal or no supervision • Confident decision-making ability • Excellent communication skills • BS in Civil Engineering, Architecture or MEPF



Job Description

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Reviewed by: Pam M. Valderrama	Title: Director & CMO
Approved by: Jason C. Valderrama	Title: President & CEO

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