



Position Title: Project Engineer, Construction

SUMMARY:

The Project Engineer is responsible for assistance to personnel on individual projects in all phases of the project duration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Preconstruction Responsibilities**
 1. Work with Precon Manager's on Site & Building Layouts on CADD / REVIT
 2. Work with Precon Manager's to complete accurate quantity takeoffs – OST or Manual
 3. Assist Precon Manager's with subcontract bidding, bid tracking & bid receipt
 4. Assist Precon Manager's with Subcontractor bid proposal review and bid summaries
 5. Work with Precon Manager's to create Exhibit's that are required for proposal submissions
 6. Work with Precon Manager's to create Job Specific QA/QC tracking logs for each specific trade (to be executed by Project Manager per below)
 7. Work with VP & Precon Manager's to reconfigure estimating data base & subcontractor bid spread summary

- **Project Management Responsibilities (Office) (Specific Projects as Assigned by VP)**
 1. Work with Project Manager's to maintain QA/QC tracking logs
 2. Assist Project Manager's to schedule Pre-Install meetings
 3. Assist Project Manager's to validate Job Ready inspections
 4. Assist Project Manager's to confirm Scope Conformance
 5. Work with Project Manager's to receive / review / track submittals
 6. Assist Project Manager's on collection of Owner / Subcontract change order requests and tracking
 7. Work with Project Manager's on startup and closeout project documentation

- **Project Management Responsibilities (Field) (Specific Projects as Assigned by VP)**
 1. Work with Superintendents to maintain QA/QC tracking logs
 2. Assist Superintendents to schedule 3rd Party Construction Materials Testing inspections
 3. Assist Superintendents during scope verification inspections
 4. Assist Superintendents during final scope conformance reviews
 5. Assist Superintendents to schedule and track any required product performance testing
 6. Work with Superintendents to create / distribute / complete punch lists
 7. Cover for Superintendents onsite when they have PTO / Other

QUALIFICATIONS:

- 4-year College Degree, preferably in Engineering, Architecture or Building Construction Management
- Computer skills required — Knowledge of Microsoft Office Suite and Microsoft Outlook
- Specialty Software: Sage Estimating, Bluebeam Revu, On Screen Take-Off, Building Connected, Procore project management Software, Microsoft Project