



Position: Project Engineer, Construction

SUMMARY:

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

ESSENTIAL DUTIES:

Preconstruction (Precon) Responsibilities

- Work with Precon Manager's on Site & Building Layouts on CADD / REVIT
- Work with Precon Manager's to complete accurate quantity takeoffs – OST or Manual
- Assist Precon Manager's with subcontract bidding, bid tracking & bid receipt.
- Assist Precon Manager's with Subcontractor bid proposal review and bid summaries.
- Work with Precon Manager's to create Exhibit's that are required for proposal submissions.
- 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)
- Work with VP & Precon Manager's to reconfigure estimating database & subcontractor bid spread summary.

Project Management (Office) Responsibilities (Specific Projects as Assigned)

- Work with Project Manager's to maintain QA/QC tracking logs.
- Assist Project Manager's to schedule Pre-Install meetings.
- Assist Project Manager's to validate Job Ready inspections.
- Assist Project Manager's to confirm Scope Conformance
- Work with Project Manager's to receive / review/track submittals.
- Assist Project Manager's on collection of Owner / Subcontract change order requests and tracking.
- Work with Project Manager's on startup and closeout project documentation

Project Management (Field) Responsibilities (Specific Projects as Assigned)

- Work with Superintendents to maintain QA/QC tracking logs.
- Assist Superintendents to schedule 3rd Party Construction Materials Testing inspection.
- Assist Superintendents during scope verification inspections.
- Assist Superintendents during final scope conformance reviews.
- Assist Superintendents to schedule and track any required product performance testing.
- Work with Superintendents to create/distribute / complete punch lists.
- Cover for Superintendents on-site when they have PTO / Other

MINIMUM 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

This is a full-time position with benefits:

- 401(k) with match
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement
- Vision insurance