

## **WORK DESCRIPTION:**

### **Project Engineer**

Project Engineer is responsible for maintaining project records, project scheduling, R.F.I's, ASI's submittals, Subcontract Agreements, Purchase Orders, Work Orders and Change Orders. Produces professional written correspondence to Subcontractors with or without assistance from the Project Manager. Creates and maintains organized and current project files. Prepares Notice of Completion and assists with project closeout documents within 30 days of project completion. Assist Project Admin with organizing and labeling field and office files and plans for archiving upon completion of project. Attends weekly construction and jobsite meetings and records meeting minutes as requested by Project Manager. Assist in pulling multiple permits from city of jurisdiction where project is located.

### **MINIMUM QUALIFICATIONS:**

**Please apply if you meet these minimum requirements:**

- Bachelor Degree in Construction Science, Engineering or Architecture preferred
- 1+ year experience with Commercial Construction or recent College Grad
- Experience in BIM, and LEED practices is a plus
- Strong organizational skills, flexibility, and the ability to prioritize work assignments
- Extreme attention to detail
- Basic understanding of all construction trades and subcontractors scopes of work
- Must have excellent written and verbal communication skills
- Excellent customer service skill and initiative to complete tasks
- Valid driver's license.
- General knowledge in using the following software: MS Excel, MS Word, MS Outlook
- Cooperation is imperative as the Project Engineer will work for and with the Project Manager, Superintendent, Scheduler and Project Administrator.
- Able to physically navigate assigned project as required in order to review work in place by trades and job progress for look ahead schedules and payment applications
- Moderate physical activity performing lightly strenuous daily activities including stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and occasionally lift and /or move up to 50 lbs.

– to be considered, you must include list of projects previously worked on and a list of references (preferably owner's representatives and former supervisors).

Salary commensurate with experience.