

Project Engineer

DESCRIPTION:

The Project Engineer (PE) supports the Superintendent and PM on an assigned project. PE oversees the scheduling and forecasting of the project as well as maintains and updates reports. PE communicates with the Architect and PM and builds the Operations & Maintenance Manuals throughout the project.

RESPONSIBILITIES:

Primary duties include, but are not limited to:

- Manages submittal process
- Manages RFI process
- Assist with Change Order pricing
- Distribute RFPs
- Issue Subcontractors' Standard Notices
- Issue Purchase Order requests
- Quality check delivered materials
- Release materials
- Update drawings, create a conforming set
- Maintain project directory
- Conduct new worker orientation
- Conduct safety, SWPPP walks

DESIRED QUALIFICATIONS:

- 5+ years of relevant construction experience
- Bachelor's Degree or higher in Construction Management or Engineering
- Ability to multitask
- Strong organizational skills
- Proficiency with Procore, MS Suites
- QSP preferred but not required, OSHA 10

COMPENSATION: \$90K-\$110K