



Project Engineer

AMG & Associates, Inc. is seeking dedicated and detail-oriented **Project Engineers (PE)** to join our team. As a PE, you will support the **Superintendent** and **Project Manager** by ensuring the smooth execution of project tasks, from scheduling and forecasting to communication and documentation. You will be instrumental in maintaining project efficiency and delivering exceptional results.

Key Responsibilities:

- Manage and track the **submittal** and **RFI (Request for Information)** processes.
- Assist in **Change Order** pricing and ensure accurate documentation.
- Distribute **Requests for Proposals (RFPs)** and issue subcontractor notices.
- Process **Purchase Order** requests and track material releases.
- Conduct quality checks on delivered materials to meet project standards.
- Update project drawings and create a conforming set for team use.
- Maintain and update the project directory for accurate communication.
- Conduct new worker orientations and ensure compliance with safety protocols.
- Perform **safety walks** and **SWPPP (Stormwater Pollution Prevention Plan)** inspections.
- Build and maintain the **Operations & Maintenance (O&M) Manuals** throughout the project lifecycle.

Qualifications:

- **Education:** Bachelor's degree in Engineering, Construction Management, Architecture, Business, or a related field (preferred but not required).
- **Experience:** Minimum of 1 year of experience as a Project Engineer (preferred).
- Proven experience in project management or an engineering role.
- Strong time management skills with the ability to effectively prioritize tasks.
- Proficient in reading and interpreting blueprints, schematics, and technical drawings.
- Excellent written and verbal communication skills.
- Detail-oriented with strong analytical and problem-solving abilities.
- Ability to work independently and collaboratively in a team environment.
- Familiarity with project engineering principles and best practices.

Why Join AMG & Associates, Inc.?

If you are a highly organized professional with a track record of supporting commercial construction projects, we want to hear from you! At AMG & Associates, Inc., we offer **competitive compensation packages**, opportunities for **career growth**, and a collaborative work environment.

Be part of a team that values excellence and innovation. **Apply now** to make a meaningful impact as a Project Engineer!