BLACKWOOD GROUP

PROJECT ENGINEER

Project Engineer job description

Are you an experienced Project Engineer looking for a new challenge and an opportunity to advance your skills and career in a great work environment while leading exciting projects?

If you are ambitious, multitasking go-getter able to thrive in the fast-paced environment and inspire your team members to keep them focused and running smoothly, we have the perfect job for you!

We are looking for a competent Project Engineer to take the lead of our projects and provide day-to-day oversight and support all engineering and technical functions to achieve project sustainability and success in accordance with defined target, strategies and goals.

PRIMARY FUNCTION: The Project Engineer II assists the Construction Team in obtaining, evaluating, coordinating and distributing the information and authorizations necessary to construct the project on time, within budget and to the quality specified. In the performance of this function the Project Engineer is responsible for protecting and promoting the interests of both the business and client in all matters as well as demonstrating the personal characteristics of a developing leader.

TYPICAL RESPONSIBILITIES/DUTIES: Project Engineer typical responsibilities and duties include, but are not limited to the following:

- Maintain RFI’s, Bulletins / ASI’s, and sketch logs.
- Assist in preparing monthly reports.
- Assist in preparing close out plan.
- Assist in issuing bid documents, write effective scopes of work for bid packages and scope reviews.
- Prepare and present status reports for submittals, RFI’s, Bulletins, RFQ’s.
- Maintain submittal Log and assist in processing submittals including reviews of basic product data and samples.
- Perform SafetyNet (DB02) inspections biweekly while actively participating in the Team Safety Program
- Assist with monthly pay applications.
- Assist in rolling completion list inspections utilizing BIM 360 Field or Procore, including inspections and check list.
- Utilize Bluebeam.
Utilize Procore.

- Effectively issue Request for Quotations and follow up with Trade Contractors.
- Timely document field quality activities
- Prepare change management reports, estimates and other cost report documents.
- Establish and maintain the project quality files and documentation systems.
- Continually promote organizational change initiatives, suggests new ideas, and adapt to work within new structures and processes.
- Continually seek to understand customer goals and needs and act with a sense of urgency in meeting customer needs and demonstrating value.

EXPERIENCE/EDUCATION:

- BS OR MS degree in Engineering or Construction Management
- 2 or more years with CM/General Contractor Organization
- Or equivalent combination of education and experience

KNOWLEDGE, SKILLS & ABILITIES:

- Proven record of meeting organizational and personal goals while delivering results to a standard of excellence.
- Demonstrated understanding of success metrics and risks associated with one’s program, business unit or portfolio of projects.
- Continually seek to understand customer goals and needs and act with a sense of urgency in meeting customer needs and demonstrating value.
- Adjust effectively to work within new structures, processes, requirements and culture.
- Strong written and verbal skills.
- Ability to work in a team-based environment.
- Proficient in Microsoft Office programs.
- OSHA 10-Hour Certified.
- Basic MEP Knowledge.
- Knowledge of CMiC helpful

WORKING CONDITIONS: While performing the duties of this job, the employee is frequently or occasionally required to:

- Sit, stand or walk.
- Climb or balance.
- Stoop, crouch and step over obstacles.
- Lift and/or move up to 50 lbs.
- Work in outdoor conditions that include inclement weather, heat and humidity.
- Work in environment with dust, loud noise and/or vibrations.
BENEFITS

• Competitive Salary
• Medical, Dental and Vision Benefits
• Flexible Spending Accounts
• Educational Assistance
• Paid Time Off (PTO)
• Blackwood Group is proud to be an equal opportunity employer.