JOB DESCRIPTION

TITLE: PROJECT ENGINEER
DEPARTMENT: CONSTRUCTION SERVICES

SUMMARY:
Responsible for assisting in project setup and documentation, while providing technical assistance and ensuring compliance with quality standards. Responsibilities span a broad spectrum, covering all the areas of construction project management assistance, including but not limited to, Proposal Research, Subcontractor Outreach, Project Planning, Project Bidding and Estimating, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management. Successful candidate will have 0-5 years of relevant experience and will be assigned to various projects.

DUTIES AND RESPONSIBILITIES:

• Communicates with subcontractors, consultants and vendors and coordinate receipt of proposals, contracts, insurance, and invoicing.
• Responsible for keeping all Project Directories up to date.
• Responsible for updating and maintaining master subcontractor bid list sheets.
• Assists with updating marketing material, project photographs, including website administration.
• Tracks online bid opportunities and solicitation requirements.
• Assists with creating and assembling bids/proposals.
• Drafts or prepares responses to routine project inquiries.
• Establishes, maintains, processes, and updates project files, records, certifications and/or other documents.
• Provides overall support to Project Managers.
• Prepares complete, accurate and timely submittal logs for construction projects based on project drawings and specifications.
• Maintains all Procore administrative requirements.
• Accountable for receiving approved submittals from Architect or Engineer and notifying the Project Superintendent of potential schedule impact.
• Assists Team by preparing all necessary back up relating to budgeting and/or change requests.
• Distributes contract documents to subcontractors, including drawings, specifications, and general conditions. Include any accepted alternates or addendums with documents.
• Distributes final requirement documentation to subcontractors and bookkeeper.
• Schedules all required prebid site visits, preconstruction and construction meetings with required personnel, subcontractors, architects and owners.
• Takes accurate and complete meeting minutes and distribute timely.
• Attends Owner/Architect pre-bid, project and closeout meetings.
• Solicits subcontractors and suppliers for bid proposals prior to proposal submission time.
• Submits request for surety bond(s) and insurance certificates. Submit with signed contract to Owner.
• Prepares correspondence with Owner, Architect, Engineers, Subcontractors, Suppliers, etc. Examples of referenced correspondence include, but not confined to the following items: Schedule of Values, project schedule, memos, request for information, transmittals and submittals.
• During Construction Phase, proactively assists Project Manager, Superintendent and other team members to achieve quality, schedule, budget and safety. Utilizes and maintains tools: schedules and documents management to track and record project performance.
• Documents quality and progress of each Subcontractor and Suppliers. Updates Subcontractors and Suppliers of any changes to the plans, specifications and/or schedule.
• Maintains, monitors and collects all closeout submittals including but not limited to As-Built, Project Manuals Warranty and O&M Manuals.

MINIMUM EDUCATION AND EXPERIENCE:
Bachelor's degree, preferably in civil engineering, architecture or construction management. 0 to 5 years of experience with relevant construction projects.

REQUIRED LICENSES, CERTIFICATES OR KNOWLEDGE:
Strong computer skills, especially using spreadsheet software, are required. Must understand estimating and know how to read architectural structural, mechanical, electrical, plumbing and fire protection drawings.

Excellent communication skills, good understanding of MEP building systems and thorough knowledge of construction issues and safety standards is essential.