

TITLE/POSITION: **PROJECT ENGINEER**

REPORTS TO: VP of Operations and Project Manager

OVERSEES: Submittals

Works directly with Project Manager, Superintendent, Administrative Assistant

SKILLS REQUIRED:

- Ability to multitask a must
- Organized and detail oriented
- Customer Service
- Strong communication skills, both written and verbal
- Microsoft Office Programs (Word, Excel, Publisher, Project)

RESPONSIBILITIES:

Assist the Project Manager and Superintendent in the following duties and responsibilities:

- Project Scheduling
- Project Estimating
- Bid Packs
- Subcontracts and change orders
- Team meetings
- Submittal approval process
- Ensure the project meets the required quality standards.
- Follow all safety protocols and project safety plan
- Maintain project drawings and specifications
- Maintain the project files
- Project Inspections
- Project Punch list
- Field Work

Additional duties and responsibilities might be required.

This position has the potential for professional growth

Values Required:

Ability to Collaborate

- Willingness and desire to work and communicate as a team.
- Desire to work and build a team including – Employees, customers and subcontractors.

Results and Goal oriented

- Desire to construct quality buildings that last.
- Desire to complete projects on time and on budget.
- Desire to get it right the first time.

Possess Integrity

- Treating everyone equally and with respect
- Desire to be held accountable for results
- Honest/Trustworthy
- Desire to put the customer's needs first

Determination/Hardworking

- Desire to do whatever it takes to achieve desired results
- Willingness and desire to go above and beyond

Humbly Confident

- Projecting strength and competence without ego

Be Innovative

- Desire to develop creative solutions to construction issues.
- Desire ability to Value Engineer a project.