

POSITION SUMMARY:

Within the framework of Continental Building Company's core values and strategic business plan, provides comprehensive project support and assists the Project Manager, who provides overall management direction and leadership for specific construction projects.

DUTIES AND RESPONSIBILITIES:

- Submittals and shop drawings – review and approve, log and organize at the jobsite or in the main office location
- RFI's – log, review, and submit (collect, process and issue)
- Organize and publish the job meeting agenda and meeting minutes
- Notify subcontractors of plan revisions and RFI's
- Estimate / take-off and review subcontractor change order pricing. Notify subcontractors of construction document / plan changes and RFI's – contact subs for all pricing
- Maintain updated construction documents:
 1. Maintain the site office "as-built" set updated
 2. Update on-site plans with all plan revisions (bulletins and addendums)
 3. Order revision sets for the subs and suppliers
 4. Update Documents on the Electronic Document Management Website
- Assist with jobsite photo documentation / site photos
- Assist with scheduling and schedule updates
- Assist in bidding process
- Assist with scoping bidders / buy-out process
- Assist with writing contracts / purchase orders
- Assist superintendents to verify materials / deliveries are correct and match plans and specifications
- Assist superintendents as needed
- Assist with the punchlist process
- Assist with communicating the expectations and importance of jobsite safety.

CORE COMPETENCIES:

To perform the job successfully, the Project Engineer must demonstrate the following:

- *Integrity:* Adheres to high ethical standards. Helps to maintain the company's reputation. Uses discretion in handling confidential information
- *Professionalism:* Consistently demonstrates a high-level of professionalism that represents the company's goal of being the best in the industry. Professional attire and appropriate/business-related grooming is required
- *Accountability:* Takes responsibility for own mistakes and works to correct them. Able to meet required deadlines, often in a fast-paced environment
- *Adaptability:* Adapts quickly to change. Copes with the pressure of time, responsibility and work load effectively
- *Execution:* Delivers on commitments in a timely, efficient and cost effective manner to ensure results are achieved. Is self-motivated and can work independently.
- *Critical Thinking:* Able to use sound judgement and deductive reasoning in situations that require problem solving
- *Quality:* Work is professional, accurate and complete; shows attention to detail
- *Passion:* Demonstrates positive energy and attitude
- *Communications:* Keeps supervisors and others informed of important work related items
- *Teamwork:* Respects other and maintains positive working relationships

DESIRED SKILLS AND ABILITIES:

- Must have the ability to build and update project CPM schedules.
- Must have the ability to assist with management of project punch out and close out.
- Must have the ability to assist with subcontracts, change orders, owner change order requests, purchase orders, RFI's.
- Must have the ability to assist with producing and managing monthly job cost reports and projections.
- Must have the ability to write grammatically correct correspondence and reports.
- Must be able to use a personal computer and be proficient with Windows based applications such as Word, Excel and be familiar with Microsoft Project, P6 scheduling software, as well as various other project management and construction financial accounting software.



EDUCATION AND EXPERIENCE:

College degree in Construction Management, Engineering, Architecture or related field of study.

- Strong communication (verbal and written), organization, and management skills

- Desired computer software experience includes:
 - Microsoft Project Scheduling Software
 - Microsoft Office
 - Primavera P6
 - Bluebeam
 - Procore

RELATIONSHIPS:

Reports to Project Manager and Project Superintendent. Works frequently with Preconstruction staff.

GROWTH OPPORTUNITIES:

Project Manager, Project Superintendent, Estimator

CERTIFICATES, LICENSES AND REGISTRATIONS:

Must have valid driver's license and a good driving record