



8/2/2017

Position Announcement

ECI Site Construction Management, Inc. is currently looking for a qualified, forward thinking Project Engineer who will be a direct assistant to the Project Manager of ECI. To inquire about employment opportunities please email resumes to contact@ecisite.net.

Position Description:

Responsibilities during construction revolve around maintaining schedule and budget to ensure the successful completion and turnover of a project. The ideal candidate for this position would have 1-3 years of relative experience in a similar field. This position drives both schedule and budget while providing support as needed to the project manager and field staff. These activities include:

Essential Functions:

- ✓ Writing of Subcontracts
- ✓ Schedule of values with coding
- ✓ Administer pre-con meetings with owners
- ✓ Administer pre-con meetings with subcontractors
- ✓ Maintaining and updating all subcontracts and subcontractors
- ✓ Creation & maintenance of a CPM schedule
- ✓ Storm water and building permits
- ✓ SWMP inspections and administration
- ✓ Review & processing of submittals, including logging and updating in Foundation
- ✓ RFI correspondence to owner and subcontractors
- ✓ Provide technical insight, advice, and problem solving
- ✓ Assist compile & submit monthly owner billings
- ✓ Review of subcontractor's pay applications
- ✓ Subcontractor & owner change management
- ✓ Create work orders and purchase orders
- ✓ Coordination of weekly OAC meetings
- ✓ Quality control inspections
- ✓ Compile project closeout materials
- ✓ Assist in survey and layout verification
- ✓ Assist in ECI crew supervision and coordination
- ✓ Assist in equipment management
- ✓ Assist in scheduling and receiving of deliveries

Qualifications:

1. Bachelor degree in construction management or similar with 1-5+ years of construction experience
2. Strategic, collaborative self-starter who is creative, persistent, results-driven, and organized.
3. Strong ability to read and understand plans and specifications, comprehensive knowledge of commercial construction means, methods and best practices and related systems
4. Ability to Evaluate plans, specifications and related construction documents for “Constructability”
5. Strong leadership and communication skills
6. Acute attention to detail in a professional atmosphere
7. Demonstrated ability to multi-task. Proficient in Microsoft applications

Additional education, training, and construction experience a plus.

Benefits including PTO, health insurance, Life Insurance, and 401k are available for employees after an introductory period.

Please reply to this posting with your resume (including prior work experience, relevant training/education, and professional/personal references) and we will reply to qualifying candidates.