



Job Title: Project Engineer

Reports to: Project Manager

Date Approved:

FLSA Status: Exempt

Salary Range: \$65,000-\$85,000 per year

Position Description:

Responsibilities during construction focus on 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.

Essential Functions:

- ✓ Writing Subcontracts
- ✓ Creating work orders and purchase orders
- ✓ Administer pre-con meetings with subcontractors
- ✓ Maintaining and updating all subcontracts and subcontractors
- ✓ Creation & maintenance of a CPM schedule
- ✓ Apply for building and R.O.W. permits
- ✓ Review & processing of submittals, including logging and updating in Procore
- ✓ RFI correspondence to owner and subcontractors
- ✓ Provide technical insight, advice, and problem solving
- ✓ Compile documents for monthly owner billings
- ✓ Review of subcontractor's pay applications
- ✓ Subcontractor & owner change management
- ✓ Coordination of weekly OAC meetings
- ✓ Quality control and safety inspections
- ✓ Compile project closeout materials
- ✓ Assist in survey and layout verification
- ✓ Assist in ECI crew supervision and coordination
- ✓ Assist in scheduling and receiving of deliveries

Qualifications:

1. Bachelor's 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. Demonstrate ability to multi-task
8. Proficient in Microsoft applications as well as Procore Management system

ECI Site Construction reserves the right to modify this description at their discretion. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.