

JOB TITLE Project Engineer II, Construction	COMPANY/DEPARTMENT/LOCATION Opus Design Build, L.L.C.	
REPORTS TO Varies - Project Manager (if office assignment) or Superintendent (if Field assignment)	FLSA STATUS Exempt	JOB CODE ODB-CON022
	PAY GRADE 9	DATE 2/2/2024

I. JOB SUMMARY

The Project Engineer II, Construction is a construction professional position responsible for supporting the construction project team in the performance of their duties, ensuring projects are finished safely, in a quality manner, on schedule, and within budget, while maintaining a positive company reputation with the project team, the client, and the community.

II. DUTIES AND RESPONSIBILITIES

A. Safety First:

- Perform a preliminary jobsite hazard analysis and participate in the identification and mitigation of potential safety hazards as construction work progresses.
- Participate in subcontractor meetings and support maintenance of proper safety records and reports.
- Monitor, enforce, and maintain job safety as construction work progresses.
- Participate in the identification and mitigation of potential safety hazards as construction work progresses.

B. Project Pursuit (office assignment related):

- Support the preparation of sales materials and proposals and attend client sales meetings with Project Manager.
- Prepare quantity takeoffs and prepare conceptual and detailed estimates for small and less complex work scopes.
- Support the development of a project master schedule and phasing plan.

C. Pre-Construction Production (office assignment related):

- Assist with and/or manage design aspect of assigned projects to ensure that design process is consistent with the contract documents.
- Assist with writing specifications; communicate specifications to all project team members.
- Support the subcontractor bidding and procurement process including bid package development for small and less complex work scopes.
- Review construction and shop drawings.
- Support shop drawing review process, drive changes with project team members as needed.

D. Construction Phase Management:

- Maintain project files including required project reports, and project checklists.
- Participate in progress meetings and weekly subcontractor meetings and support maintenance of proper meeting records and reports, own meeting content in collaboration with Superintendent or other project team members.
- Support the development and tracking of short interval and production schedules, communicate schedule change/needs to project team members.

- Work with governmental agencies to aid project success or resolve job problems as needed.
- Perform Superintendent or Project Manager duties, if necessary, during their absence.
- Understand budget and assist with proper job cost tracking, budget monitoring and cost exposure tracking.
- Assist with coordination and supervision of subcontractors, vendors, and suppliers.
- Support the preparation of subcontractor change orders and owner change orders.
- Monitor budgets and the reporting of project cost projections, alert other project team members to deviations.
- Assist in the daily review of means and methods of various subcontractors.

E. Quality Assurance / Quality Control:

- Assist in ensuring the construction of the project conforms to plans and specifications, and project meets or exceeds the client's expectations.
- Assist in the collaboration with specialty inspectors and/or consultants during site inspections.
- Effectively communicate observations of quality issues to project team members.

F. Skill Development:

- Develop organizational, time management and communication skills.
- Demonstrate effective teamwork and the establishment of successful interpersonal relationships with co-workers and other disciplines within the company.
- Strive to optimize team effectiveness and support project team coordination.
- Initiate meetings to keep the team informed of project status and responsibilities.
- Acquire understanding of construction means and methods, building codes and the design process.

III. QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Civil Engineering, Construction Engineering/Management, Architectural Engineering, Architecture or related area preferred.
- Ability to learn new project management software tools including project administration software and scheduling software.
- Knowledge of basic budgeting and cost procedures.
- Ability to learn new project management software tools including project administration software and scheduling software.
- Effective interpersonal, verbal, and written communication skills.
- Ability to work productively and collaborate with others, problem solve, use available resources effectively, establish priorities and demonstrate progress toward acquiring Project Manager or Superintendent level skills.
- Must possess a valid driver's license and be willing and able to travel occasionally when local project assignments aren't available.

PREFERRED:

- Previous Design-Build project delivery experience, preferably in multi-family, commercial or industrial market sectors.
- OSHA-30 certification.
- Experience with Procore, Bluebeam and project "critical path" scheduling experience.

The salary range for this position is between \$50,573.00 - \$87,241.00 per year, based on experience and qualifications.

To apply for this position, please visit our careers website at [Project Engineer II, Construction - Opus Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com)

IV. JOB DEMANDS AND CONDITIONS – Associate Project Manager

O=Occasional, less than 1X per week

S=Some, less than 1/3 of time

F=Frequent, from 1/3 to 2/3 of time

C=Consistent, more than 2/3 of time

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting			X		Work alone	X			
Standing			X		Work with others			X	
Walking			X		Customer contact			X	
Lifting	X				Temperature extremes		X		
Carrying		X			Noise	X			
Pushing					Work in confined area				
Pulling					High places				
Bending					Work outdoors		X		
Twisting					Work indoors			X	
Climbing					Work extended hours		X		
Kneeling					Mechanical hazards				
Crouching/Stooping					Electrical hazards				
Reaching		X			Explosive Materials				
Working with hands/fingers				X	Fumes				
Talking				X	Odors				
Hearing				X	Dust				
Seeing				X	Travel		X		
Other					Other				
EQUIPMENT OPERATION					HAZARDOUS SUBSTANCES				
Driving cars/vans			X		Work with solvents				
Using keyboard & mouse				X	Work with chemicals				
Operating hand tools					Work with acids/corrosives				
Operating power hand tools					Work with epoxies				
Operating machine tools					Work with paint				
Other					Other				

This job description is a summary of the typical functions and responsibilities of this position and the duties described are not to be interpreted as an exhaustive or comprehensive list of all possible job responsibilities. There may be other duties, tasks and responsibilities assigned. Management reserves the right to add, modify or change the duties of this position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

As an EEO/Affirmative Action Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, and veteran or disability status.

