



Title: Project Engineer

Reports to: Project Manager/Senior Project Manager/Superintendent

Job Overview: The Project Engineer will help schedule, plan, forecast, resource and manage

activities aiming at assuring project accuracy and quality from conception to completion. This position is based in Park City, UT.

Responsibilities and Duties:

- Helps manage multiple projects at various stages of work. Reviews records of documents and inputs entries into to proper accounts per NWBC Best Practices.
- Plan and organize OAC meetings, including minutes and updates in Procore. Ability to take/compose meeting minutes, structure project meeting agenda and update with weekly photos. Promptly communicates action items from meeting minutes.
- Ability to think critically through problems.
- Working knowledge of project management software including Excel, MS Project, Procore commensurate with Project Engineer responsibilities.
- Manage project documents in Procore, update contract set documents, implement distribution of documents updates to internal and external project stakeholders.
- Review, track and distribute RFIs. Compose RFIs with oversight of Project Manager and/or Superintendent.
- Assist with reviewing, tracking, and processing submittals. Understand how to review a submittal vs. specifications/project plans.
- Be able to read/interpret construction documents. Understand applicable building codes and basic structure of construction specifications.
- Assist in the development and distribution of bid documents for subcontractor and material RFPs.
- Basic understanding of material/subcontractor bid leveling and scoping sheet.
- Track and inspect material deliveries against project submittals, quality, and process in applicable accounting software/Sage.
- Track and inspect inspections in Procore.
- Ability to do take-offs using Bluebeam and OST; understanding of how to perform within the preconstruction and construction process.
- Basic understanding of construction schedule development and ability to use or learn how to use MS Project to produce master schedule and two-to-four-week (or required) lookaheads to assist Project Manager and Superintendent.
- Basic understanding of building permit process for respective territory, maintenance of permits, and lead times for procuring for respective materials. Update and track current permits and material deliveries.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends. Recommends actions to management after preparing and reviewing project status reports.
- Ability to communicate with clients and trades of various backgrounds and educational levels.



- Helps project team maintain safe and clean working environment by enforcing procedures, rules, and regulations.
- Other duties that may arise.

FLSA Employment Status: Salary, Exempt. Full-time.

Essential Traits & Characteristics:

- Decision making skills
- Leadership skills
- Can work independent or with others
- Strong communications skills
- Quick problem solver
- Time management skills

Qualifications:

- Proven working experience as a Project Engineer preferred
- Experience working in construction
- Advanced Office (specifically MS Project), Procore and Bluebeam skills
- Familiarity with rules, regulations, best practices, and performance standards
- Ability to work with multiple discipline projects
- Project management and supervision skills
- Familiarity with working on a construction jobsite
- Knowledge of MS Office Suite, Procore, and Bluebeam and other construction management software
- Bachelor or Associates degree in the field of Construction Management, Engineering, Architecture or something similar is preferred.

This job will be based out of Park City, Utah.

Salary Range: \$65,000 - \$85,000 based on experience.

To Apply: go to our website at www.newwestbc.com/careers or email resume to HR@newwestcontracting.com and reference this job posting.