



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.

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 Driggs, ID.

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

To Apply: please email resume to jake.condon@newwestbc.com or HR@newwestcontracting.com and reference this job posting.