

Element13 Facades  
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[www.element13facades.com](http://www.element13facades.com)

**Position Title:** Project Engineer/Asst. Project Manager

## **Description:**

### **General Function**

The Element13 Facades Project Coordinator will assist Project Management with day-to-day project operations and activities on one or multiple projects; will effectively manage time and task oriented items; will complete material take offs; will review and execute project specific submittals (product data, test reports, sample warranties, samples, etc.); will assist Project Management in issuing small scope value purchase orders; will support Project Management and Field Operations with miscellaneous data entry tasks. The Project Coordinator will be required to spend adequate amounts of time in all functional areas of Element13 Facades' business (office with exposure to Project Management and Preconstruction/Sales, fabrication facility, field, testing labs, etc.)

### **Job Duties and Responsibilities**

- Supports Project Management and Field Operations in most all project specific areas
- Endeavors to learn the fundamentals and practices of commercial construction and the glazing industry
- Proficient with Microsoft Office; specifically, Word, Excel and Outlook
- Proficient with Bluebeam
- Proficient in the use of Procore
- Ability to read and understand construction documents (drawings and specifications)
- Builds effective relationships with industry contacts
- Builds effective relationships with E13 client base
- Coordinate and establish office and/or job site meetings with clients and vendors
- Coordinate vendor schedules, submittals and purchase orders/subcontracts
- Collaborate and assist Project Management weekly for collaborative status report
- Collaborate and assist Project Management on accurate monthly project financial updates; roll outs and projections
- Works with General Superintendent ensuring field operations' needs are met
- Understanding and ability to review project shop drawings for purposes of take-offs
- Complete accurate and timely take-offs for material procurement
- Ability to understand project specifications for purposes of submittals
- Ability to understand requests for information (RFIs) and how/when to write them
- Project file management and organization
- Assists Project Management in managing and completing project punchlists and close out submittals

- Provides job site reporting as it relates to E13 scopes of work, using Procore and Bluebeam Studio
- Supports Precon in bid take-offs and vendor RFQs
- Supports Precon in organizing vendor data in preparation for proposal
- Supports and executes Precon RFIs, material take-offs, specification review and comment
- Supports Precon in vendor RFQ management and completeness/correctness of vendor proposals/quotes

### **Expectations**

- Excel and exhibit comfort levels in what we go, glass and glazing, by the end of 1<sup>st</sup> year
- Exhibit strengths in the position by the end of 1<sup>st</sup> year
- Bring forth weaknesses for discussion and alternative planning/execution
- Take advantage of every opportunity to learn something new. Our industry is ever changing and even the most experienced individuals learn something new each day
- Take initiative and own the learning experience – ask for more or less – always look for ways to learn
- Be self-sufficient in the learning process and own the position roles and responsibilities
- Be timely and accurate in the work
- Work hard, play hard
- Exhibit passion for what we do and the people we work with
- Prioritize and execute
- Company culture is ideal – be a strong part of it by exhibiting core values every day
- Be willing to go the extra mile, without being asked
- Ask questions – there is no such thing as a dumb question

To apply – please contact Jason Nimmo @ [jnimmo@element13facades.com](mailto:jnimmo@element13facades.com) or call 303-681-5618.

We appreciate your time and interest!

GO RAMS!!!