

## Project Engineer

### Summary

The Project Engineer supports the Project Manager and Superintendent with the day-to-day coordination and execution of the construction project. The Project Engineer works closely with the field staff and subcontractors with responsibilities that include maintaining schedules, submittal approvals, cost management, quality control, strict attention to detail, proper documentation, and a profound appreciation for time constraints.

### Responsibilities

- Adhere to CSI's #1 company value of 'Safety First' on all job sites.
- Work with the Project Manager, Superintendent, and the estimating/purchasing effort in the final development of the various bid packages and the baseline construction schedule.
- Establish, maintain, conduct, and police detailed procedures for the submittal, review, coordination, approval, and distribution of shop drawings, samples, etc.
- Take ownership of field RFI's and distribute accordingly.
- Establish and maintain all files relating to sub-contract records, plans, specifications, changes, clarifications, and as-built documents.
- Expedite vendor estimates and proposals and prepare appropriate company estimates and proposals for changes to be submitted to the owner.
- Maintain quality control in every area (budget, scheduling, planning, personnel performance, team dynamics).
- Determine appropriateness and prepare subcontractor change orders to be processed through the Project Manager.
- Evaluate subcontractor payment requests relative to actual work performed.
- Maintain project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Record owner/architect/contractor meeting minutes and deliver to Project Team.
- Procure materials and equipment as instructed by the Project Manager and Superintendent.
- Review contract documents including drawings and specifications for inaccuracies and potential issues.
- Know and understand the subcontract documents.
- Monitor compliance in all areas.
- Build and maintain relationships with clients, subcontractors, suppliers, and architects
- Clear communication for on-site coordination of all teams and trades.
- Maintain all documents and files for close-out at project completion.

### Qualifications

- Bachelor's Degree in Construction Management, Engineering or a related field and/or equivalent years of experience.
- Proficient in MS Excel, MS Project, and Adobe Reader.
- Excellent communication skills.
- Team player with strong problem-solving skills.

### Application instructions

- Interested candidates should forward a resume and cover letter to Jamie Walter, HR Manager ([jwalter@csigc.com](mailto:jwalter@csigc.com)).