

How to Apply: Please send resumes to our HR partner at Gameday HR via info@gamedayhr.com using the subject line: [Schedio Group - Staff Engineer in Training]

Company Overview: Schedio Group's core business is providing independent cost certifications to Metropolitan and Business Improvement Districts in Colorado. Schedio Group is expanding its services by starting a Program Management department. Founded in 2018, Schedio Group is led by Tim McCarthy following a successful exit of his first firm, Tamarack Consulting in 2017. Schedio Group's success is credited to an unflinching commitment to the following company core values: **integrity, fortitude, better, service, and entropy management** (minimizing chaos).

Perks & Benefits:

- 15 days (120 hours) of Paid Time Off annually
- 9 days of Paid Holidays
- QSEHRA eligibility at 120 days (health insurance reimbursements)
- 401k eligibility at 120 days
- Quarterly bonuses (2% of gross revenue shared equally among employees)
- Company truck provided

Compensation: This position's pay starts at \$32.00 per hour with a \$1.00 per hour raise after a successful completion of 90 Days of employment. This position has a clear development path to a Senior Staff Engineer role after proven success and achievement through the various job scaling phases.

Staff Engineer in Training - Construction Administration

This is an entry-level position from recent graduates to professionals up to 3 years out of school after successfully completing a Bachelor's Program in Construction Management or Civil Engineering, as well as internships while earning one's degree.

Assist with Engineering Cost Verifications

- Document Management
- Data Input and Manipulation in Excel
- Report Writing
- Report Formatting/Compiling/PDF Generation
- Interpreting Construction Drawings, Plats, Bid Tabs, Contracts, Pay Applications, Invoices, Etc.
- Perform Quantity Take-Offs using BlueBeam or other methods as directed

- Field Observation/Site Visits
- Other duties as assigned

What You Will Learn

- Serve as Owner's Representative on active public improvement projects for Metropolitan Districts and other Special District clients – managing construction administration from public bidding through project closeout.
- Conduct site visits and observations, monitor contractor performance, validate progress and quantities, document discrepancies, and coordinate with contractors, municipalities, utilities, and inspectors.
- Administer public bid processes: develop scopes and bid packages, lead pre-bid meetings and site walks, review and analyze bids, recommend selections, and procure subcontractors.
- Review and validate pay applications, certify completion, negotiate change orders, monitor budgets and funding, and coordinate with accounting firms for payments on behalf of Special District clients.
- Prepare professional field reports and photographic documentation, and maintain accurate project records.
- Contribute to Schedio Group's independent cost certification services – a specialized discipline at the core of our business that will make you a more complete and effective professional in the Special District space.
- Develop the internal systems, workflows, and standards that will scale with the Program Management department – and as the work grows, hire, train, and mentor the team you build around you.

Qualities and Skills to Succeed

- A demonstrated ownership mentality – you do what you say you're going to do, when you said you're going to do it. You own your projects and your outcomes, without excuses.
- Bachelor's degree in Civil Engineering, Construction Management, or related field.
- Working knowledge of construction contracts, cost validation, and pay application review.
- Strong written and verbal communication skills for client, public, and field settings.

Work environment & Requirements

- Mix of office and active construction site work; regular site visits involving walking uneven terrain.
- Valid driver's license required.