



## **Project Engineer**

NOVO Construction is seeking a Project Engineer for commercial construction projects. Candidate should possess a minimum of 2 internships and/or 1 year of commercial construction experience. Estimating skills, understanding of all building trades materials and methods with a special emphasis on Mechanical, Electrical, and Piping trades and strong written and verbal communication skills are required.

Candidate will report to the Project Manager, Senior Project Manager and/or Project Executive and will work directly with the Project Superintendent with the possibility of managing subcontractors and support staff.

Candidate is responsible for detailed scope coordination, material submittal and review, schedule coordination, and facilitating communication between owner, architect, subcontractors and other vendors.

**DUTIES AND RESPONSIBILITIES** may include some or all of the following. Other duties may be assigned on an individual basis.

### **Pre-construction**

- Attend and coordinate project job walks
- Prepare Request for Proposals
- Analyze subcontractor proposals and generate Bid Tabulations
- Produce quantity take-offs for multiple disciplines

### **Safety**

- Conduct project walks with Superintendent
- Work with Safety Director to establish Site Specific Safety Plans
- Support Superintendent and contact Safety Director before beginning of each project and demolition
- Coordinate and review site specific EH&S plans with Safety Director, Superintendent and entire construction team

### **Contract Administration**

- Draft Owner/Client contracts and Subcontract agreements for review by PM, SPM or PX
- Function as main point of contact with Subcontractor's field and office personnel
- Review and prepare Subcontractor invoices for PM or PX approval on a monthly basis

### **Cost Control**

- Input project budget utilizing Sentinel
- Identify, track and manage scope and change orders both Owner/Client and Subcontractor
- Prepare and present Owner/Client change orders in a timely and complete manner
- Route and approve subcontractor and material invoices
- Prepare Owner/Client and internal project updates on a monthly basis
- Execute Owner/Client and subcontractor financial close-out

### **Document Control**

- Develop, track and manage RFI, Submittal, Change Order Logs and Procurement Logs utilizing Sentinel
- Generate action item lists and follow-through to completion



- Coordinate and update Master Drawing Set and logs
- Distribute project drawings, addenda, design changes, RFIs, submittals and documentation to extended team
- Monitor and log 3rd party testing, project access and logistics plans

#### **Meetings**

- Conduct weekly Subcontractor Meeting with Project Superintendent
- Attend and contribute in weekly Owner, Architect and Contractor meetings
- Present RFI, Submittal and Change Order Logs
- Prepare and distribute meeting minutes and project documents to extended team

#### **Technical Ability**

- Utilize engineering or construction management background to identify field issues and suggest potential alternates
- Review subcontractor and vendor drawings and submittals for adherence to plans and specifications
- Conduct coordination meetings with Architects, Engineers and multiple subcontractor trades
- Interface with Architect and Engineers to efficiently resolve technical issues and convey information to field and entire team
- Working knowledge of Current Good Manufacturing Practices (cGMP), Good Laboratory Practices (GLP), advanced technology facilities, strong M/E/P/F background and best industry practice for design and construction is beneficial

#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

---

- Bachelor Degree in Construction Management or Civil Engineering
- Must have completed at least 2 commercial construction internships and/or 1 year of commercial construction experience
- Flexible with ability to manage multiple tasks/projects concurrently
- Resourceful, with respect to problem identification and resolution
- Able to operate in a fast paced working environment with minimal direction from Senior Management.
- Proficient in Microsoft Office Suite, ProLog (or similar project management software, Scheduling software (MS Project and/or Primavera), accounting systems and software, and estimating software
- Strong verbal and written communication skills

#### **Project Engineer positions available at both Menlo Park, CA and San Francisco, CA offices.**

Please send resumes directly to Gianna Bertana at [gbertana@novoconstruction.com](mailto:gbertana@novoconstruction.com) or 1460 O'Brien Drive, Menlo Park, CA 94025.

For more information, please visit [www.novoconstruction.com](http://www.novoconstruction.com)