
Project Engineer

Position Overview:

The Project Engineer plays a pivotal role in project coordination, overseeing tasks such as coordinating project scopes, reviewing and submitting materials, managing schedules, and fostering effective communication among stakeholders including the owner, architect, subcontractors, and vendors. An ideal candidate should possess a comprehensive knowledge of building trades materials and methods, with specialized expertise in Mechanical, Electrical, and Plumbing trades.

Reporting to the Project Manager, Senior Project Manager, and/or Project Executive, the Project Engineer will be stationed at the project site, collaborating closely with the Project Superintendent and Project Manager to ensure seamless project execution.

At NOVO, you will have the opportunity to work on 2-4 projects in a year, each lasting about 12-18 weeks, gaining exposure to various clients, architects, and subcontractor trades.

We offer comprehensive benefits extending beyond medical, dental and vision coverage, including community involvement, continued learning and advancement to Assistant Project Manager.

Duties and Responsibilities:

Pre-construction

- Attend and coordinate project job walks
- Participate in the RFP process
- Produce quantity take-offs for multiple disciplines

Safety

- Conduct daily project walks with Superintendent
- Support Superintendent and Safety Director to establish Site Specific Safety Plans

Cost Control

- Input project budget utilizing Sentinel (Project Management Software)
- Identify and track scope and change order with Subcontractor

Document Control

- Develop, track and manage RFIs, Submittals, Change Orders and Procurement logs utilizing Sentinel
- Generate action item lists and follow-through to completion
- Coordinate and update Master Drawing Set and logs utilizing Fieldwire
- Distribute project drawings, addenda, design changes, RFIs, submittals and documentation to extended team
- Collaborate with the Project Superintendent to identify project progress and update procurement schedule

- Monitor and log 3rd party testing, project access and logistics plans
- Conduct Openspace job walk captures multiple times a week
- Complete and distribute weekly job site progress reports

Meetings

- Participate in weekly Subcontractor Meeting with Project Superintendent
- Attend and contribute in weekly Owner, Architect and Contractor meetings
- Prepare, update and distribute meeting minutes and project documents to extended team
- Conduct weekly internal meetings

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
- Demonstrate basic understandings of construction drawings, details and terminology

Skills and Qualifications

- Bachelor's Degree in Construction Management or Civil Engineering
- A minimum of 2 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
- Strong verbal and written communications skills
- Able to operate in a fast-paced working environment with minimal direction from Senior Management
- Proficient in Microsoft Office Suite (or similar project management software, Scheduling software (MS Project and/or Primavera), accounting systems and software, and estimating software

Compensation and Benefits

- Salary: \$80,000.00 to \$100,000.00 annually based on qualifications and experience
- Full time: 40 hours per week Monday-Friday in the office/job site
- Insurance Package: Medical, Dental and Vision
- 401 (k)
- Paid Holidays
- Sick Time
- OSHA 10/30 Training
- Commuter Benefits (CA only)
- Gym Subsidy

To apply, please send a resume and cover letter to gchoun@novoconstruction.com