

# CONFLUENCE

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## Project Engineer Description

Confluence Builders is an entrepreneurial full-service Real Estate Development, Construction and Investment Company located in Golden, CO. Confluence focuses on developing and building ground up mixed-use, retail, office, and multifamily projects in Colorado.

The Project Engineer position supports the Project Manager, Superintendent and project team on assigned projects. Performs routine daily activities and assists in gathering and distributing information to team members. Possesses strong written and verbal communications skills and manages time effectively.

### Responsibilities and Duties:

- Positive Attitude.
- Time management and organizational skills.
- Strong written and verbal communication skills.
- Strong computer skills and proficiency in Microsoft Office programs including Microsoft Project.
- Prepare, review and distribute RFI's. Maintain RFI Log.
- Maintain project logs.
- Maintain job files and as-built drawings.
- Maintain thorough understanding of construction plans, specifications and subcontracts.
- Prepare meeting minutes for all job meetings.
- Complete required tasks daily: Timecards, Purchase Orders, Work Orders, Daily Reports, Preconstruction Meetings, Safety and Quality Inspections, and collecting Subcontractor Daily Job Reports.
- Weekly/Daily project photos.
- Inspect/verify material deliveries.
- Manage project closeout and obtain all warranties required for final acceptance.
- Manages punch list with Superintendent.
- Ensure company procedures and standards are maintained.
- Ability to read and understand drawings and specifications.

**Minimum Requirements:** 2-3 years of undergraduate study for interns

**Location of Projects/Projected Start Date:** Denver/Golden/Castle Rock Areas Start: May- June 2022

**Salary Range:** Internships will be an hourly position. Full-time is a salaried position, with a competitive market rate salary.

Any interested students should contact Dan Tovado – [dtovado@confluenceco.com](mailto:dtovado@confluenceco.com) or 303-328-8093.