

About Vertex Builders:

Vertex Builders is a culture-focused company, stressing the importance of people and relationships over corporate structure and process. It is our goal to bring service back to construction and make the process fun. Yes, we still need contracts in today's business environment, but we expect to be held to our word and believe that a handshake is every bit as important as the contract that each party signs. We stress efficiency and effectiveness in our teams, and always focus on becoming the best possible builders. At Vertex, our people and positions are intended to serve the project, not the company, to create impactful projects that serve our community.

Markets:

- Healthcare – Ground Up
- Healthcare – Hospital remodels
- Mission Critical
- Multi-family
- Cool Projects

Title: Project Engineer**Responsibilities:****Project Engineer 1**

- Develop and maintain the submittal log
- Review submittals and ensure timely delivery of materials
- Coordinate RFI's with superintendent and design team
- Maintain logs for OAC meetings
- OAC Meeting minutes and distribution
- Assist to procure all proper permits
- Update as-builts regularly
- Communicate with subcontractors on behalf of Vertex - Schedule updates, change documents, RFI's, etc...
- Maintain project photo folder
- Assist superintendent with distribution and follow through of quality control/punchlist
- Create operation and maintenance manuals
- Schedule trainings as required by the specifications
- Coordinate owner stock turnover

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- Distribute change documents, collect pricing, verify scope, and issue to PM for review
- Help maintain project budget in Vista. Ensure Subcontract amounts match the budgets
- Assist with schedule updates
- Assist with any remaining estimate buyout
- Help with small estimates (take-off, subcontractor quotes, document distribution)

Assistant Project Manager

- Do monthly projections and forecasting
- Lead monthly project billings
- Lead owner and architect communication and meetings
- Manage schedule process
- Drive closeout documentation and financial to completion

Contact Information:

If you join *Vertex Builders, Inc*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service.

As a member of *Vertex Builders, Inc* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Vertex Builders, Inc*.

Send all resumes to Ryan Bonner – rbonner@vertexbuilders.com – 720-545-6658