

McCauley Constructors is seeking Project Engineers to join our growing team in our Windsor Colorado and Denver Colorado offices.

Work Locations:

- Windsor
650 Innovation Circle
Windsor, CO 80550
- Denver
9745 E. Hampden Ave.
Suite 303
Denver, CO 80231

Job Description:

The Project Engineer is responsible for project document control and supporting the Project Manager and Superintendent by initiating any tasks necessary to ensure the smooth execution of the project. Responsible for, including, but not limited to all project documentation and contract close-outs, and for site operations and maintenance administrative management. The Project Engineer / Construction Management Associate performs any overflow of duties that the Project Manager or Superintendent do not have time to handle or as needed.

Essential Job functions:

The Project Engineer / Construction Management Associate is accountable for:

During the Pre-Construction Phase:

- Letters of Intent, Subcontracts, and Purchase Agreements for Subcontractors and Suppliers
- Drawing List
- Submittal Log
- Project Logs
- Apply for Tax-Exempt Certificate and Storm Water Permits as applicable
- Coordinate copies of Plans & Specs

Buyout:

- · Assist the team in Scope reviews
- · Draft Subcontracts
- · Compose Purchase Agreements
- · Develop Submittal Log/Schedule
- · Begin obtaining Critical/Long Lead Submittals
- · Post all changes, alternates, addenda to the plans and distribute accordingly
- · Get the project started on a positive track

During the Construction Phase:

- Assist Project Manager and Project Engineer with submittal process
- Assist in processing of submittals as per specifications per Project Engineer/Project Manager direction
- Subcontractor Status Logs for Superintendents
- Document Tracking
- Submittals log/status
- Subcontractor Change Orders
- Correspondence
- Closeout Documents
- Maintain project files, electronic and physical

Field Construction Activities:

- · Compose/Generate, distribute, RFI's
- · Review/Distribute/Post ASI, CCD's, etc.
- · Continue to review and process submittals
- · Help diffuse issues that arise

Construction Office:

- · Assist in Change Order pricing to Owner and Subcontractors
- · Assist in Invoicing and pay applications

During the Closeout Phase:

- Review Specifications for required warranty and O&M information
- Emergency Contacts for Critical Subcontractors
- Extra Materials/Stock
- Operation Data and Maintenance Manuals
- Warranties
- Prepare warranty and O&M Book
- Obtain red-line drawings from MEP's & prepare as-built
- Confirm all project documentation have been received prior to release of retention
- Preparation of completed project files and as-builts for archives

Closeout:

- · Follow up & distribute Punchlists
- · Assist in completion and sign off of all Punchlist items
- · Schedule Owner training, demos, etc.

he Project Engineer / Construction Management Associate must be the following:

- Be a strategic thinker
- Be thoughtful
- Be disciplined
- Be logical
- Have the ability to work in harmony and in conjunction with the project manager(s) and project administrative support staff to ensure the project administration and project construction activity schedules are in sync.
- Have strong organizational skills with a superior attention to detail.
- Have analytical skills as a problem predictor, not just a problem solver.
- Prove strategic planning and budgeting skills.
- Have excellent communication skills - oral, written, presentation and interpersonal

Salary Range / Compensation

- Interns: \$18/hour
- Full time: Salaried \$65,000 to \$75,000/year based on experience
 - Paid health, dental and vision
 - Two weeks paid vacation
 - Paid holidays
 - Use of company vehicle for job site visits.
 - Annual bonus participation
 - 401k Program

Application Instructions

Please submit all applications to:

- Liz Newman
650 Innovation Circle
Windsor, CO 80550
(970) 686-6300
careers@mccauleyconstructors.com
www.mccauleyconstructors.com