



PROJECT ENGINEER

OVERVIEW

The Project Engineer will support the management and field staff to manage, evaluate, and assess project documents to ensure projects are completed on time, within budget and with high quality. The Project Engineer will be responsible for initiating required action to achieve the project objectives and to ensure all project activities are consistent with contract documents and K2's policies.

RESPONSIBILITIES

Essential job functions of the Project Engineer include:

- Set-up document controls to manage project information including jobsite files, drawings, submittals and RFI's
- Coordinate all shop drawings
- Review and process project submittals; gather and distribute information through appropriate channels
- Analyze, review, & coordinate project RFI's
- Maintain material delivery logs and miscellaneous buyouts
- Ensure project quality control procedures are followed during construction process
- Assisting Project Manager to assure project compliance with K2's safety policies and OSHA safety standards
- Ensure permits and licenses are obtained and current
- Upload, update, and maintain documents in Procore in accordance with K2 standards
- Analyze, review, & coordinate change orders for project in accordance with proper procedures
- Act as K2's field representative and liaison with owner, owner's representatives, & design professionals
- Coordinate communications and correspondences from owners and subs
- Participate in all meetings on-site including pre-trade, subcontractor and OAC meetings
- Trade management, evaluation, & review
- Suggest and make recommendations for process improvements

REQUIREMENTS

Job Requirements for the Project Engineer include:

- Bachelor's Degree, certifications or equivalent combination of experience, certification and or education in construction related field
- Prior Multi-Family experience- Required
- Advanced knowledge of construction processes, techniques & codes
- OSHA 10-hour or 30-Hour Certification- Preferred
- Proficient in Procore software
- Proficient in Microsoft software (Word, Excel, Power Point, Projects)
- Valid driver's license

REQUIREMENTS CONTINUED

- Superior organizational and customer service skills
- Time management skills
- Ability to multitask and handle various responsibilities while meeting strict deadlines
- Outstanding attention to detail
- Strong initiative and problem-solving abilities
- Excellent written and oral communication skills

Interested Candidates should send a resume & cover letter to careers@k2residentialolutions.com