



PROJECT ENGINEER

Job Description

Department: Build It Direct Supervisor: Project Manager

SUMMARY OF RESPONSIBILITIES

The Project Engineer is responsible for a variety of tasks including submittals, document control, material procurement, quality control and safety. Project Engineers work with the Project Managers and Project Superintendents either on a single project or multiple. It is the responsibility of the Project Engineer to assist in delivering the contractual obligations in a manner that is consistent with Jackson Contractor Group's (Jackson) corporate culture and core values.

ESSENTIAL DUTIES/FUNCTIONS

- Review submittals and shop drawings, ensure on time material deliveries and maintain document control (RFIs, change orders, as-builts, etc.) to ensure effective material procurement to maintain schedule and budget.
- Support the Project Manager with the project finances by compiling and preparing the monthly Owner pay applications, processing invoices, estimating change orders, and participating in closeout, budget adjustments, monthly project status reports and job cost maintenance.
- Support the Project Superintendent with field management by interpreting drawings, specifications, form detailing and special design, production analysis studies and responding to craft and subcontractor questions and inquiries.
- Participate in project schedule creation and updates.
- Participate on bid teams by performing quantity-take offs, preparing bid packages and performing subcontract/supplier outreach.
- Assist with the preparation and running of weekly subcontractor and Owner coordination meetings and maintain meeting minutes.
- Assist in the writing and buyout of purchase orders and subcontract agreements.
- Participate in all aspects of safety on the jobsite including safety meetings, safety walks, weekly safety audits, etc.
- Maintain quality control documentation and facilitate and/or participate in preparatory meetings, initial Inspections and follow-up Inspections.
- Other duties as assigned.

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OTHER REQUIREMENTS

- Handle all interactions with coworkers, subcontractors, clients, the public, etc. in a manner designed to build and maintain long term relationships.
- Go the extra mile to ensure the project is successful and with complete satisfaction of the client by double checking all critical work deliverables to minimize mistakes.
- Complete all tasks with a pride of ownership.
- Never stop improving by initiating personal development strategies and suggestions for company-wide process improvements.
- Excellent written and verbal communication skills.
- Knowledge of Microsoft Office products.
- Self-motivation, punctuality and the ability to manage multiple tasks.

EXPERIENCE & SKILLS DESIRED

- Must be able to read and understand project documents such as plans, specifications, contracts, etc.
- Four-year degree from an accredited university or college in a related field of construction or equivalent work experience
- Preferred experience with the following programs:
 - Microsoft Office Suite including Word and Excel
 - Procore
 - Bluebeam
 - ASTA PowerProject
 - SketchUp
 - AutoCAD

CERTIFICATES & LICENSES

- Montana SWPPP/Washington CESCL certification is encouraged
- OSHA 30 training is encouraged
- LEED GA or other LEED certification is encouraged
- Lean training/certification is encouraged

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Courtney Petty

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This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principle job elements essential for making compensation decisions. This job description may be edited as necessary.

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