

## Job Details

### Description

**Summary: The Project Engineer provides on-going support to the Project Manager, Superintendent and project team.** The Project Engineer helps facilitate planning and coordination of project activities and works to ensure accomplishment of project objectives within agreed timeframe and funding parameters.

#### ESSENTIAL FUNCTIONS

- Professionally represent GH Phipps and effectively support Company strategic initiatives
- Establish and foster positive long-term relationships with internal customers and business partners
- Execute GH Phipps policies and procedures
- Embraces a lean culture and work environment
- Maintains excellent relationships with owner, design team, consultants, subcontractors and project team
- Participates in pre-planning efforts with the Project Manager and Superintendent
- Partners with superintendent to ensure compliance with company environmental, stormwater, and safety programs
- Is responsible for the following:
  - RFIs, submittals and mock ups
  - Permitting process
  - Third party testing and design-team field reports
  - Document control
  - Archival of project information and close out processes
  - Sending out schedule update
  - Cast-in-place concrete process
  - Procurement and coordination of doors, frames and hardware
  - Pre-punch and punch list processes
  - Change management process
- Assists Project Team with:
  - OAC Meeting preparation
  - Setup of project specific GH Phipps' QA/QC program
  - Startup and testing requirements in accordance with GH Phipps' QA Program

- Preconstruction efforts
- Third party testing and design team field reports
- Safety preplanning, ILSM Plan, ICRA, and MOPs
- Pre-punch and punch list processes
- Change management process
- Creates and maintains material delivery schedule
- Mentors and trains indirect reports

## **EDUCATION**

Bachelor's degree in Engineering, Construction Management or related field preferred

## **EXPERIENCE**

One (1) to six (6) years of general commercial construction experience required

## **SKILLS**

- Proficient in CMiC and Bluebeam
- Proficient in Microsoft products (Navisworks, Office Suite – Excel, Word, PowerPoint, Outlook)

## **CERTIFICATION & LICENSURES REQUIREMENTS**

- OSHA 10 Certification is required
- WELL AP Certification or LEED accreditation required

The salary range for this position is **\$ 65,000 - 75,000 annually** and is dependent in experience and title/rank of position offered.

Health and welfare benefits include Medical, Dental, Vision, Life, ADD, STD, LTD, and EAP substantially supported by the employer.

- Retirement benefits: Employee Stock Ownership Program - funded by the company for all full time overhead employees; optional 401(k) to boost savings
- Other benefits and compensation include annual bonus potential, employee events and activities, discounted benefit programs (i.e. LegalShield, pet insurance, Botanic Garden memberships, etc. which may vary over time)



For more details about our benefits package, please visit: <https://www.ghhipps.com/careers/>.

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#### Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)