

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Promote a "zero injury" culture.
- Review scopes of subcontractors and vendors and interpret contractual obligations.
- Create and finalize Requests for Clarification (RFCs) and Requests for Information (RFIs) in accordance with Standard Operating Procedures (SOPs).
- Create and manage the submittal process in accordance with SOPs.
- Assist with material procurement by getting submittals in punctually, developing or assisting the Senior (Sr.) PE to develop a procurement log, reviewing and updating the procurement log, and supporting the schedule and determining lead times to ensure materials are delivered on time.
- Support the PM/Superintendent in project meetings.
- Support the Sr. PE, APM/PM and/or Superintendent with other project-related tasks, as requested.
- Serve as the primary liaison for communication and deliverables for responsible scopes of work.
- Oversee document control and electronic filing by organizing files and following the file structure per the SOP.
- Support the Sr. PE with project quality control (QC) in accordance with the Quality SOP.
- Support the Sr. PE/APM/PM with GE Johnson and owner/architect punch lists by documenting punch list items and ensuring items are completed, as required, in accordance with the Quality SOP.
- Support the Sr. PE/APM/PM with closeout.

Required Education and Experience:

- One of the following: Bachelor's degree or an Associates degree with background demonstrating application of knowledge and skill

Preferred Education and Experience

- Bachelor's degree in Engineering, Construction Engineering, Construction Management, or the equivalent
- Project Engineering experience in a commercial construction environment
- Experience with Prolog and/or other construction management software
- Experience with ASTA and/or other construction scheduling software
- Experience with Bluebeam
- Experience with Navisworks or other 3D design modeling software
- Experience leading a team
- Valid driver's license and ability to obtain certification as GE Johnson approved driver
- Stormwater reporting experience
- Experience in public speaking/presentations
- OSHA10 completion
- Experience reading and interpreting contracts

Benefits:

- Eligible to enroll in medical, dental, vision benefits on first of the month following 30 days of employment
- Company paid short-term and long-term disability insurance
- Company paid life insurance
- 401(k) and ROTH 401(k) with match on first 6% contributed
- Opportunity for bonuses

- If this position requires relocation, this position is eligible for relocation reimbursement subject to GE Johnson's relocation reimbursement agreement
- Paid Time Off benefits, based on GE Johnson Paid Time Off policy
- 7 paid holidays

Pay Range: \$60,000 - \$80,000

AAP/EEO Statement

GE Johnson is an equal opportunity employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How To Apply:

Email your resume to Connie Nelson at nelsonc@gejohnson.com.