

## Project Engineer

- Full-Time Salaried Position
- **Salary Range:** \$65,000 - \$75,000 (depending on experience)
- **Start Date:** Spring 2023, Internship opportunity during winter & spring break
- **Benefits:** Health, Dental, Vision, LTD, PTO, Bonus, Cell Phone Stipend, and more

## Qualifications

- Bachelor's Degree in Construction Mgmt or related field
- Understanding of estimating, construction costs, scheduling, purchasing, and engineering principles and techniques, various building systems.
- Very strong oral and written communication skills
- Must pass criminal background check, MVR review and drug test

### Our Mission

*"Continuously refine and provide a higher standard in construction services and client care."*



## PURPOSE

Manage and supervise all engineering and administrative policies, procedures and functions for assigned projects. Provide administrative and construction coordination in support of the Superintendent and Project Manager (P.M.) which include assistance in the complete construction and administration duties to implement, organize and maintain an organizational and management system. Monitor and follow up on vendor's compliance with the contract documents and orchestrate the timely flow of information for each component in the appropriate time frames to meet schedules and quality requirements

## DUTIES & RESPONSIBILITIES

### PRECONSTRUCTION

- Develop a comprehensive working knowledge and understanding of contract documents.
- Ensure strict adherence to safety, ethics and compliance requirements at all times.
- Overall responsibility for communication of information amongst all project team members.
- Establish & maintain procedures with design professionals, consultants, owner and subcontractors for information flow, approvals, meetings, reporting, applications for payment, etc.
- Work with the P.M. and Superintendent in the final development of bid packages and construction schedule.
- Work with the P.M. and Superintendent in the preparation and execution of a site-specific utilization plan, Quality Assurance/Quality Control(QA/QC) and safety programs.
- Perform drawing quality checks and reviews for constructability and conflicts.

### PROJECT ADMINISTRATION & DOCUMENT CONTROL

- Establish and maintain various project engineering files related to subcontracts, purchases, document control, drawings, specifications, changes, information requests and as-built documents.
- Conduct document reviews and examine documents for constructability and QA/QC. Bring all concerns to the attention of the P.M.
- Participate in preparation of studies, recommendations for materials & methods, & cost estimates.
- Prepare detailed contract items list including all significant items required for the construction of the project.
- Develop trade scope of work documents for bid packages, major material and equipment purchases to ensure timely buy-outs and overall compliance with the construction schedule is maintained.
- Prepare a procurement schedule for subcontractors, major material and equipment purchases.

## DUTIES & RESPONSIBILITIES

- es to ensure timely buy-outs and overall compliance with construction schedule is maintained.
- Schedule, conduct, and document all job meetings, owner-architect and coordination meetings.
- Manage the subcontract change order process including review of subcontractor estimates, work with P.M. to negotiate change orders, obtain required owner approvals and preparation of change orders.
- Manage project close-out, including securing warranties, guarantees, and acceptance of work, subcontract and vendor close, final payment and records retention.
- Prepare and maintain current meeting records, reports and logs of project activities related to all aspects of the ongoing progress.
- Establish, maintain, conduct, and monitor detailed procedures in the review, coordination, approval and distribution of vendor and subcontractor shop drawings, samples, product information and operational requirements in compliance with contract documents.
- Coordinate field documentation of project and site activities through engineering observation reports, photos, quantity surveys, non-compliance reports in support of Superintendent's daily reports.
- Maintain and submit schedule including reports of activities in non-compliance with the progress required to meet the completion date.

## FINANCE

- Review vendor schedules of values and prepare general schedule of values with P.M.
- Manage periodic procedure for review, submit and process payment application in coordination with P.M.
- Evaluate subcontractor payment requisitions relative to actual work in progress.

## ABOUT GILMORE

For 25 years, Denver based Gilmore Construction has built a reputation as a trustworthy general construction contractor. Gilmore provides commercial construction management and general contracting services.

### OUR CLIENTS

- UCHealth
- Denver International Airport
- US Bank
- Denver Public Schools
- General Services Administration (GSA)
- Chase Bank
- City & County of Denver
- Denver Housing Authority
- United Airlines
- Regional Transportation District (RTD)
- National Renewable Energy Laboratory (NREL)

### OUR VISION

*Gilmore thrives through our communities—our clients, peers, employees, and the neighborhoods in which we work and live. With that in mind, our vision is to strengthen these communities, so we strive to:*

- Advance our clients' growth and reputations
- Lift up and mentor fellow small businesses
- Nourish our employees' well-being and development
- Improve the lives of our neighbors

## CONTACTS & MORE INFORMATION

Submit resume or questions to [hr@gilmorecc.com](mailto:hr@gilmorecc.com)  
Visit our website at [gilmorecc.com](http://gilmorecc.com)

