



Job Description for: Project Engineer 4 (Intern)
Location: 3800 Xanthia St. Denver, CO 80238
Application Link: <http://app.jobvite.com/m?3AoEBmw4>
Company Website: <https://rkindustries.com/>
Compensation: \$20.00/hr

Point of Contact:
Katelynn Minter
720-810-5038
Katelynn.Minter@RKIndustries.com

Summary of Duties:

Maintenance and administration functions necessary for successful completion of projects. Processing submittals, expediting deliveries, generating and tracking all administrative documentation and preparing project closeout records. Assist with preparation of budgets, billings and change estimates, buyout and negotiation of subcontractors, monitoring of labor hours and project costs, coordination with owners, architects, engineers, general contractors, subcontractors and suppliers. In-house coordination with field workforce, and estimating, purchasing and accounting departments, and processing accounts payable.

Primary Responsibilities:

- Assist with and/or perform the following as delegated by the assigned Project Manager:
- Manage contractual agreements with owners, contractors, subcontractors, material suppliers, field staff, and within RK's management system.
- Ensure daily corporate documentation is completed and up to date, including time cards, daily reports, additional work authorizations, receiving documents, as-built drawings, etc.
- Negotiate terms, conditions, and scope of work for contractual agreements issued to RK in accordance with corporate policies and procedures, and estimate bid proposal.
- Prepare and distribute initial project budget.
- Coordinate and attend RK in-house pre-construction meetings.
- Ensure permits and/or licenses are obtained and current for project.
- Coordinate timely completion and thorough buy-out procedures on materials and equipment, in conjunction with the superintendent and purchasing department, with emphasis on maintaining all buy-outs under the established budget.
- Ensure superintendent's take-offs are complete, accurate and on time.
- Buy-out, negotiate and issue all lower-tier subcontract(s), with emphasis on complete scopes in compliance with the contract documents and within the established budget.
- Oversee and coordinate the project submittal approval process.

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www.rkmi.com
Main: 303.355.9696
Service: 303.355.8666





- Responsible for proper/timely processing of shop drawings, product submittals, operation and maintenance manuals, and recording all as-built drawings.
- Responsible for the administration of the signed subcontract requirements with respect to conformance with the agreement, contract documents, and change orders.
- Assist in the development, preparation, and finalization of RK's mechanical construction CPM schedule with input from superintendent(s).
- Coordinate ordering, processing, and delivery of materials and equipment with vendors and purchasing department.
- Coordinate communications and correspondences from owners, general contractors, and subcontractors.
- Review reports, including those prepared by local police, for completeness and accuracy, and forward to vice president of finance.
- Ensure project quality control procedures are followed during construction process, in accordance with the contract documents and RK's policies and procedures.
- Ensure that change orders requests (COR's) are processed in accordance with proper procedures, and that the superintendent has information required for implementation.
- Ensure change orders (CO's) are processed on time and are properly documented.
- Coordinate and track take-off orders, procurement and release of change orders items with the purchasing department and superintendent(s).
- Responsible for initiating, overseeing, and verifying billings.
- Verify that all materials invoiced and work billed has been delivered to and/or completed at job site.
- Review and monitor labor costs, hours, and projections with superintendent(s).
- Provide monthly and quarterly information to project manager, vice president of operations and vice president of finance, including but not limited to: forecasted estimate on costs required for completion of project, outstanding extra work total costs, and amount that has been performed but un-billed, encountered busts in the bid, and pending claims.
- Assist in legal claims as necessary.
- Responsible for job closeout being performed in proper and efficient manner and keeping the project manager and vice president of operation informed of closeout status.
- Monitor crafts compliance with company/project safety program requirements.
- Assist safety manager with preparation, documentation, and distribution of accident reports.
- Assist in resolution of conflicts with client, a/e liaison, etc.
- Optimize the profitability of the company by demonstrating the ability of a decision maker with reliable and mature judgment.

Accountability:

- Comply with all company policies and procedures.
- All employees are accountable for safety and health and are empowered to stop work if an unsafe condition is present. Employees should immediately notify their supervisor so that the hazard may be corrected.

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- RK Industries, LLC employees and subcontractors are required to implement and maintain all safety and health systems practices including the training requirements of RK Industries, LLC Orientation, site specific orientation, CPR/First Aid/AED/Bloodborne Pathogens, Hazard Identification and Reporting, and OSHA 30.

Career Level:

Project Engineer-4 (Intern)

- Receives direct supervision.
- Performs administrative or technical responsibilities.
- Objectives based on established guidelines, processes and operating procedures.
- Coordinates own tasks with a specific range of responsibilities in accomplishing well defined outcomes.
- Work is generally structured or recurring.
- Relevant past experience is not necessarily required.
- Entry-level, non-exempt positions.



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