

## JOB DESCRIPTION

**Title:** Project Engineer

**Department:** Operations

**Supervises:** N/A

**Location:** 3869 N. Steele St, Suite 1254, Denver CO 80205

**Reports To:** Project Manager

**FLSA Status:** Full Time, Exempt

**Website:** [www.randcc.com](http://www.randcc.com)

**Email:** [COrecruiting@randcc.com](mailto:COrecruiting@randcc.com)

### POSITION OVERVIEW

Under the supervision of the Project Manager & Sr. Project Engineer, this position performs essential project management tasks such as updating project schedules, processing submittals and RFIs, assisting with the subcontractor procurement process, coordination, project delivery and close out. This position is intended as an entry level position for individuals to gain foundational experience required to become a Project Manager.

### ESSENTIAL FUNCTIONS

- Support the project team in document and process management.
- Execute, distribute and upload owner and subcontractor contracts to include all required addendums, drawings and other documents
- Track subcontractor project permits and ensure all building permits are set and delivered.
- Prepare submittal and submittal log based on project drawings and specifications; submit to architect/engineer and track
- Schedule all required constructions meetings with required attendees.
- Record and distribute meeting minutes.
- Maintain and update logs of all construction activities in Procore.
- Update and document progress of subcontractors and supplier materials, making changes as needed.
- Obtain approved submittals and issue to project superintendent.
- Complete project close-out and O&M documents
- Flag change orders based on RFIs and submittal responses.
- Educate subcontractors on rand's invoicing requirements..
- Ensure all executed subcontracts and COI's are saved and updated in log and Sharepoint.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Desire to learn business, to accurately read construction drawings, to master Procore software and the basics of project accounting
- Client/Customer focused, internally and externally
- Strong attention to detail
- Effective time management skills
- Excellent analytical and quantitative skills
- Computer knowledge and efficiency, including Microsoft Office
- Excellent written and verbal communication skills

## EDUCATION, CERTIFICATION/LICENSE, INCOMING EXPERIENCE REQUIREMENTS

- Bachelor's Degree from accredited college or university or equivalent work experience, or combination of work and education may be substituted
- BS in Engineering, Architecture or Construction Management, preferred
- Must possess a valid current driver's license and reliable transportation; Travel may be required

## PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

- Must be able to lift 30 lbs and may occasionally be required to lift/move more than 51 lbs
- Must wear personal protective equipment (hard hat, safety glasses) and other equipment as per Rand's safety procedures when on construction site
- Possess good vision (normal or corrected)
- Possess good hearing (normal or corrected)

## ENVIRONMENTAL/ATMOSPHERIC CONDITIONS

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job:

Work required in both an office environment and at construction site which may include exposure to heat and cold, loud noises, airborne particles, fumes, risk of electrical shock, and moving mechanical parts

## APPLICATION INSTRUCTIONS

To apply, please send your resume and cover letter to Carmen Schamel at [COrecruiting@randcc.com](mailto:COrecruiting@randcc.com) | 720.372.1525

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**Women, minorities, individuals with disabilities, veterans, and LGBTQ+ individuals are encouraged to apply.**