



Building Better Lives

Project Engineer

Role Profile

Company Description

Palace Construction Co, Inc. strives to be the most valued construction and restoration services partner by approaching each task with the mission of exceeding expectations and providing exceptional services to our clients, coworkers, and community. Since 1963 – and following in the footsteps of our founder’s motto to always “Do the Right Thing”—we carry on our sustaining mission and live by our tagline “Building Better Lives.” We honor our values of being professional, accountable, loyal, adaptable, consistent, and exceptional and understand that these values apply to how we interact with ourselves, our staff, our clients, our trade partners, and our community.

Title

Project Engineer

General Role Description

The Project Engineer works with the Project Manager, Superintendent, and field staff to assist with the management and execution of one or more projects, as assigned. The project(s) may be in the preconstruction, construction, or post-construction phase. The Project Engineer is task driven and is a key facilitator of the document control and communication processes. The Project Engineer will execute all necessary processes to resolve issues that arise during the performance of work, thus proactively mitigating risk, supporting the project’s financial goals, and supporting the client’s goals. This individual supports the company’s mission, vision, and core values, and champions efforts to support the safety and quality cultures on and off the project.

This position Reports to either the Assistant Project Manager, Senior Project Engineer, or Project Manager and has no direct supervisory responsibilities.

High Level Key Responsibilities

General

- Maintain accountability for tasks assigned and hold others accountable as applicable
- Promote positive relationships between Project Team, Owner, Architect, Consultants, Trade Partners, and Vendors
- Professionally and ethically represent the company at work and at social functions
- Embrace the core values and company culture
- Foster strong trade partner relationships
- Engage in team building

Operations

- Maintain a complete understanding of the contract documents which include the plans, specifications, communications, changes, contracts, sub-contracts, meeting minutes, RFI's, ASI's, and all related documents
- Obtain an understanding of the scope of work for all aspects of the project
- Implement and manage an effective document control and communication process to ensure all contract documents are complete, current, and distributed to all applicable team members and stakeholders
- Participate in project coordination meetings of all types and ensure meeting minutes are captured, reviewed, and distributed appropriately
- Ensure all change management information is identified, brought to the attention of the Project Manager, and disseminated appropriately
- Ensure as-built documents are maintained electronically and by hard copy as appropriate
- Implement and manage a submittal process for all information deliverables required by the contract documents. Maintain a prioritized tracking process to ensure all submittals are processed to acceptance in a timely fashion, from submission of the Submittal Register to the finalization and turnover of all O&M, Warranty, and Closeout Documents
- Support the project team by performing assigned tasks as required during all phases of the project

Safety & Quality

- Assist with the implementation of a Quality Assurance / Quality Control Plan, and proactively participate to ensure project success by implementing each of the core concepts behind the plan: Document Control, Constructability, Submittals, Trade Partner QC, QC Checklists, QC Drawings and Overlays, and Inspections (Internal and External)
- Support involvement of 3rd party, Owner, Architect, and Consultant involvement within the QAQC process, including the punch, correction, and turnover process
- Ensure all aspects of the QAQC Plan are documented appropriately
- Understand safety requirements and assist the team to ensure 100% compliance
- Issue and report safety and quality related observations, warnings, and violations as appropriate

Scheduling

- Maintain an understanding of the project schedule and utilize the purchasing schedule to track material delivery dates to ensure a continuous flow of work

- Assist with look ahead schedules and distribution

Preconstruction:

- Support estimating and preconstruction efforts by performing quantity takeoff, reviewing contract documents, soliciting bids, reviewing proposals, developing comparison estimates, researching value enhancement and value engineering solutions, and supporting the preconstruction team with tasks as necessary
- Assist the Project Manager with procurement of each scope

Finance / Risk Management:

- Understand that financial success is a necessary result for our business to grow and succeed
- Read and understand the project documents and how they relate to our responsibilities and manage the risks accordingly
- Assist the Project Manager with overseeing change management and other necessary project document control

Requirements

- B.S. Degree in Construction Management, Construction/Civil/Architectural Engineering, or similar degree
- Minimum of 12 months of building construction experience or internships
- General knowledge of construction cost, scheduling, estimating, and purchasing techniques, as well as basic understanding of accounting procedures. Knowledge of various construction methods and materials, their characteristics, installation procedures and tolerances
- Demonstration management know-how, leadership, and interpersonal skills
- Ability to communicate well, both verbally and in writing
- Must be driven and self-motivated and have excellent follow-up skills

Palace Construction provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Compensation Range - \$68,000 - \$73,000

e-mail resume to hr@palaceconst.com