



March 2021

Project Engineer

This position acts as the Chief assistant on the project. A Project Engineer reviews all shop drawings, processes submittals, and requests for information, procurement and timely delivery of materials to the project, development of bid packages and assist in processing owner and subcontractor billings. As a Project Engineer, you will be trained to successfully estimate and negotiate all change orders and direct the project administration. You will support the Project Manager and Area Superintendent in material deliveries, staff development, and overall project coordination. The Project Engineer plays an essential role in a successful project. The skills you develop as a Project Engineer will assist you in future assignments as either an Area Superintendent, Project manager, or Estimator. This is an entry-level position. This individual works directly for the Project Manager at the initial phases of the project and for the Project Superintendent after the job is bought out. This position will teach the basics of I-KOTA's estimating procedures. A basic understanding of construction and good plan-reading skills are prerequisites for this position.

Project Engineer I

- Entry level position to the construction industry.
- Will be directly taught and managed industry standards and company expectations.
- Responsible for the projects clerical duties
- This position requires moderate to high levels of direction from upper management.
- Communication with all parties involved in the project; sub-contractors, project managers, finance etc.
- Overseeing the execution of the project, as well as direct communication with construction staff
- Overseeing the general running of site; deliveries, plans, costs, quality,
- Checking drawings and quantities and ensuring that the calculations are accurate for the work
- Overseeing the selection and purchase of materials for use in the construction and their value
- Liaising with any consultants and / or sub-contractors engaged in the project
- Attending regular meetings with clients, architects and consultants, and keeping them informed of progress
- Overseeing quality control and safety matters on the site, and ensuring that regulations are up kept
- Assisting in resolving any unexpected technical difficulties, and other problems that may occur
- Creating databases and setting up filing systems
- The organization of all project related documents
- Chasing overdue documentation
- General administration of project documents
- Ensuring relevant members of the production have the necessary documents; drawings, submittals, etc.
- Development & Implementation of project quality control programs.

*Reports To: Project Managers during buyout / closeout
Project Superintendents through construction*

Manages: Subcontractors

Project Engineer II

- All capability's & responsibilities of Project Engineer I
- Moderate to high understanding of the construction industry.
- Ability to plan and implement project start up requirements with little oversight by upper management.
- Ability to research, plan, and generate submittal registries, RFI logs, and other technical documents and project coordination requirements.
- This position requires little oversight by upper management.
- Relies on moderate past experience and judgment to plan and accomplish goals.

*Reports To: Project Managers during buyout / closeout
Project Superintendents through construction*

Manages: Subcontractors

If interested in applying for the position, please contact Zack Parkinson: zackp@i-kota.com