Job Description – Senior Project Engineer

Work Location: Bay Area

Division/Department: Construction Management

Reports to: Project Manager	**Salary range: $85k-$150k**
☒**Full-time** ☐**Part-time** ☐**Intern**	☒**Exempt** ☐**Non-Exempt**

Essential Duties and Responsibilities:

A Senior Project Engineer assists the Project Manager and is responsible for overseeing the planning and implementation of various parts of a project through budgeting, sourcing suppliers, and scheduling. Level upgrade based on work breakdown structure for major milestones and critical path tasks.

- Perform related duties as assigned by the Project Manager
- Provide feedback and communicate with project clients about the status of project
- Maintain compliance with all company policies and procedures
- Effectively cooperate and collaborate on various teams
- Execute projects according to approved time, cost estimates, and quality
- Cultivate the ability to multi-task by consistently managing multiple projects, each in different building phases, and ensuring all deliverables are received on schedule, while also managing issue resolution and taking corrective action as necessary
- Verify accuracy of submittals and specifications, RFI's, Change Orders, and Purchase Orders
- Responsible for maintaining accurate budgets, manpower, and schedules

Job Specifications:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency in Microsoft Office (Word, Excel, Outlook) and Bluebeam
- Skilled in numerous project management and construction management software including Primavera (P6), Microsoft Project, Procore, Prolog, and Vista by Viewpoint
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and able to communicate with clients, project managers, detailers, and union personnel
- Proficient in budget creation/management, scheduling, estimating, preconstruction, and construction management.
- High school diploma or GED required, 4 year degree in construction management or mechanical engineering strongly preferred

Able to:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards