Job Description – Project Engineer

Work Location: Bay Area

Division/Department: Construction Management

Reports to: Project Manager	**Salary range: $75k-$125k**
☒Full-time **☐Part-time** **☐Intern**	**☐Exempt** **☒Non-Exempt**

Essential Duties and Responsibilities:

Responsible for collaborating with the Sr. PE and PM on meeting project deadlines and producing deliverables. Level upgrade is based on a work breakdown structure for major milestones and critical path tasks.

- Perform related duties as assigned by Sr. Project Engineer and/or Project Manager
- Maintain compliance with all company policies and procedures
- Effectively cooperate and collaborate on various teams
- Succeed in executing projects according to approved time, cost estimates, and quality
- Able to multi-task by assisting with multiple projects, each in different building phases, and ensuring all deliverables are received on schedule
- Review and assemble submittals and specifications, RFI's, Change Orders, and Purchase Orders
- Assist with budgets, manpower, and schedules while coordinating deliveries

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
- Able to learn and become proficient in the general contractor's provided programs: Procure, Trimble, Plan Grid, etc.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and able to communicate with clients, senior engineers, detailers, along with union personnel
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- 4 year degree in construction management or mechanical engineering strongly preferred

Physical Requirements:

- 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