



# Project Engineer

## JOB DESCRIPTION

**Summary/Objective** The Project Engineer is responsible for the coordination of construction projects, and providing support to Project Managers, Superintendents, and Subcontractors. The Project Engineer assists the Project Manager in managing projects through writing, negotiating and/ or reviewing the requirements of contracts and subcontracts; initiating and controlling all pre-construction activities such as scheduling and monitoring the acquisition of material, equipment, and manpower necessary to complete the project on or ahead of schedule and within budget.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Receive, log, prepare and distribute requests for information, (RFI), review RFI questions and answer with supervisor for appropriateness and potential changes. Manage the RFI process including creation of RFIs, submission, logging, tracking, and distribution to the project team.
- Receive, log, prepare and distribute submittals, review submittal with supervisor for general compliance with the contract documents. Pursue timely receipt and submission of submittals and advise Project Manager of late submittals.
- Assist Project Manager with reviewing and preparing change order proposals and change orders. Perform limited quantity take-offs to assist the Project Manager with verifying change order proposal amounts.
- Develop and maintain document logs, including new drawings and revisions, potential change order (PCO), contingency, shop drawing/submittal, requests for information, punch lists/work deficiency, closeout logs or matrices for projects.
- Assist the Project Manager and Superintendent with documentation, permit tracking, scheduling of inspections, contacting subcontractors and other miscellaneous tasks.
- Manage project close out information including receipt of required documentation from subcontractors, close out documents, and transmission of all required information. Maintain the as-built drawings and/or set of red-line as-built plans.

- Helps to solicit Subcontractors and Vendors for new projects and serve as the liaison to subcontractors, vendors, and project team.
- Participate in project orientation/job hand off meetings and develop understanding of project contract plans and specifications. Also assist in preparing and maintaining project schedules.

### **Qualifications**

1. High School Diploma is required, more education and experience is preferred.
2. General knowledge of construction operations, safety & equipment
3. High level of accuracy & efficiency, with a strong attention to detail
4. Exceptional verbal & written communication skills
5. Computer literacy, especially in MS Office
6. Ability to perform and prioritize multiple tasks
7. Familiar with permitting processes for construction
8. Able to read and interpret construction plans and related documents
9. Willingness to comply with all company, local, state, & federal policies & regulations.

### **Education and Experience**

- Degree in construction related field (preferred, but not required)
- 0-1 years in underground utility construction (residential, commercial, and municipal) or related field
- 0-1 year in estimating underground utilities
- Experience with these programs are preferred: MS Project, Sage 300/Timberline, HCSS, AutoCAD.

### **Position Type/Expected Hours of Work**

This is a full-time position of 40 hours a week. With job functions being performed both in the office and occasionally out of the office.

### **Equal Employment Opportunity Policy Statement**

Venus Construction is an equal opportunity employer & participant in e-verify. Venus Construction does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.