

PROJECT ENGINEER

The **Project Engineer** is an entry-level position that serves as a liaison between the client, the construction project manager and the many subcontractors to ensure the construction project proceeds safely, accurately, smoothly and successfully within the allotted time frame and budget.

Major Duties and Responsibilities:

- Reviews the plans and financial projections for the job to be sure that they are accurate and reasonable
- Works with Project Manager to create project schedules and works with contractors to assure the work is done properly and on time. Excellent attention to detail is expected
- Process submittals, schedules, takeoffs and pay estimate data
- Review daily trucking logs and summaries
- Assist job superintendent in completing daily time in the field

Required Skill/Knowledge:

- Bachelor's Degree in Civil Engineering, Construction Management or related field required
- Ability to apply common sense to carry out detailed written and oral instructions
- Ability to deal with problems involving variables in standardized situations
- Strong negotiation skills, detail oriented and good organizational skills
- Proficient in Microsoft Office Suite: Word, Excel, Outlook
- Previous experience in Viewpoint, HCSS Heavy Bid and Heavy Job is preferred