

## **POSITION OVERVIEW**

A successful **Project Engineer** provides comprehensive project support and assists the Project Manager, who provides overall management direction and leadership for specific construction projects.

## **DUTIES AND RESPONSIBILITIES**

- Assist in the planning, communication and enforcement of the jobsite safety
- Submittals and shop drawings – review and approve, log and organize at the jobsite or in the main office location
- RFI's – log, review, and submit (collect, process and issue)
- Attend job meeting and organize and publish the job meeting agenda and meeting minutes
- Notify subcontractors of plan revisions and RFI's
- Estimate / take-off and review subcontractor change order pricing. Notify subcontractors of construction document / plan changes and RFI's – contact subs for all pricing
- Assist in schedule, include creating, maintaining and updating project schedule
- Maintain updated construction documents:
  - Maintain the site office "as-built" set updated
  - Update on-site plans with all plan revisions (bulletins and addendums)
  - Order revision sets for the subs and suppliers
  - Update Documents on the Electronic Document Management Website
- Assist with jobsite photo documentation / site photos, scheduling and schedule updates, bidding process, scoping bidders / buy-out process, writing contracts / purchase orders, verifying materials / deliveries are correct and match plans and specifications
- Assist with job cost accounting, including change orders, purchase offers, subcontracts, and cost tracking
- Assist superintendents as needed
- Assist with the punch list process

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Must have the ability to:

- Read and interpret construction drawings and other technical information
- Build and update project CPM schedules
- Produce and manage monthly job cost reports and projections
- Write grammatically correct correspondence and reports
- Proficiently use Windows based applications such as Word, Excel and be familiar with Microsoft Project, P6 scheduling software

## **EDUCATION AND EXPERIENCE**

Degree in Construction Management, Engineering, Architecture or related field of study

- Desired computer software experience includes Microsoft Project Scheduling Software; Microsoft Office; Primavera P6; Bluebeam

**WHAT WE OFFER**

CBC offers a competitive salary package that includes travel compensation (if applicable). Our generous benefits package offers employees the opportunity to participate in a top-notch health insurance program, company paid life insurance, and access to great supplemental programs for dental, vision, long term disability, and accident coverage. Our 401K retirement program offers excellent investment options with a company match. We offer a paid time off program, as well as paid holidays.

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Continental Building Company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.