

Project Engineer

POSITION DESCRIPTION: Project Engineer's are the direct support to the Project Manager. They serve as an important point of contact for project communications, planning, contracts, and reporting. Responsibilities begin from the start of construction through close-out, commissioning, and warranty. The PE is the leader and supervisor of Assistant Project Engineers during construction, if applicable. The PE is an example of the ethics, work attitude, and dedication to the success of the project.

QUALIFICATIONS/EXPERIENCE:

- Bachelor's degree in engineering, or construction management
- One to two years of construction experience
- Strong team building, interpersonal, decision making, problem solving and negotiating skills needed
- Experience and emerging skills in Navisworks Manage, BIM, Prolog, Microsoft Office, PDF Mark-up, I-sf, and Primavera (P6), or similar applications.
- Experience and accreditations with highly sustainable LEED, Greenglobes, or net-zero/energy positive buildings are a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are a partial listing of the most important project tasks by project phase managed by the Project Engineer:

Project Management

- Assist the PM in maintaining a highly motivated staff by promoting a healthy and safe work environment and by communicating with other employees and management in a honest, fair, and timely manner using sound judgment
- Review estimate/bid packages and proposals. Assist in the preparation of standard subcontracts, purchase orders
- Instill and maintain a positive working relationship with the Owner and Architect to promote repeat business and references

Cost Management

- Review and assist PM in approval and submittal of subcontractor and supplier invoicing and generation of Owner invoicing
- Coordinate and communicate with all subcontractors/vendors and effectively deal with problems such as, deliveries, labor, schedule and payment disputes.
- Assist the PM to complete contract requirements, commissioning, punch lists and project closeout within targeted time frame

Time Management

- Assist the PM in preparing communication protocols of project schedule, milestones and compliance reports
- Assist the PM in keeping the project within the contractual completion dates for each phase, milestone and final completion requirement

Quality Management

- Assist the PM in maintaining the document control plan including plan logs, change orders, field checks, and as-builts.
- Assist the PM in maintaining submittals, schedules, pre-construction meetings, material inspection checks, and construction testing logs
- Identify and immediately notify PM/SUPER of non-compliant work, review means & methods with subcontractor
- Assist the PM to obtain Certificate of Occupancy and other agency approvals throughout the duration of the project.

Project/Contract Administration

- Assist the PM in maintaining the administrative tasks and reporting requirements for all construction contracts
- Assist the PM in maintaining the Construction Management/GC Plan, Schedule Reports, Monthly and Project Cost Reports
- Assist the PM in maintaining subcontracts, change orders, insurance certificates, bonds, building permit inspections for the project

- Maintain meeting minutes, distribution, Pro Log Logs, Daily reports, quality compliance reports, labor reports, as-built plan coordination, operational and maintenance information, LEED reports and documentation and close-out information
- Assist the PM/SUPER in the completion of subcontract final inspections, final documentation requirements, LEED documentation, and final payments

Safety Management

- In conjunction with Metcon Safety Director, assist the PM in maintaining Project Safety Manual and ensure site compliance at all times.

Assist PM/SUPER/ Safety Director to ensure all project personnel are in compliance with Project Safety Plan, use and maintain Personal Safety Equipment.

Benefits:

- Pre-tax insurance Program (Medical, Dental, Life, short/long-term disability)
- 401-K Plan
- Holiday pay
- Paid Vacation
- Family and Medical Leave
- Sick/Personal Leave
- Military Leave
- Bereavement Leave
- Jury Duty Leave
- Worker Comp
- Education and training reimbursement
- Competitive Salary

If you wish to express interest, please send your resume to careers@metconus.com specifying the job title in the subject line.

Metcon Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, sexual orientation, gender

identity, national origin, age, status as a protected veteran, or disability.