



<b>Title</b>	Project Engineer
<b>Status</b>	Full-time
<b>Reports to</b>	Project Executive
<b>Location</b>	Warrenton, VA
<b>Schedule</b>	8a–5p Monday – Friday

### **Description**

The Project Engineer assists the Project Executive in managing multi-family projects with project documentation, file management, cost accounting, and supervision. The Project Engineer sets deadlines and assigns responsibilities of projects. The Project Engineer also monitors and summarizes progress of projects through reports for the Project Manager and company leadership. The Project Engineer is expected to perform field measurements using laser templating equipment and create shop drawings in CAD. The Project Engineer is responsible for coordinating and supporting the on-time, in-budget, and in-scope completion of projects.

### **Qualifications**

- Bachelor's degree in Civil Engineering, Construction Management, or equivalent required
- One year construction management experience in estimating, operations, engineering, or equivalent required
- Valid driver's license and reliable vehicle required
- Valid proof of employment eligibility in the U.S. required

### **Responsibilities**

- Ensure compliance with contracts, change orders, schedule, forecasts, and job costing
- Complete project W-9 forms
- Obtain certificate of insurance, performance and payment bond certificate if applicable
- Develop and maintain project schedule to ensure work is completed on time
- Complete project submittal documents such as drawings, samples, material safety data sheets (MSDS), safety manuals, quality control program, drug free workplace program, LEED program if applicable, production drawings, mockups, etc. to ensure work is completed on time and under budget
- Coordinate internal teams, sub-contractors, suppliers, and vendors for material procurement to ensure all purchasing is in place prior to construction
- Review contracts, drawings, addendums, ASI's, RFI responses, etc. to ensure compliance with requirements on submitted proposals and issue change orders if scope is impacted
- Monitor production and construction progress, quality control, and safety ensure successful project completion
- Arrange safety orientations for installers or sub-contractors prior to construction
- Coordinate with site superintendents, GC's, and Production Manager on progress and schedule

- Conduct field inspections and generate punch list for internal quality control
- Assist accounting to prepare documents for draw and billing schedule
- Communicate with clients accurately and promptly throughout their project, resolving any issues that conflict with their satisfaction and company standards
- Travel to construction sites to survey and take measurements as necessary
- Participate in regular meetings and training as required
- Arrange punch out work with GC's and Owner Representatives
- Adhere to all company safety procedures and practices all times
- Prepare project close out documents as warranty
- Other duties as assigned by supervisor

### **Skills**

- Excellent verbal and written communication skills to work professionally and courteously with clients, co-workers, and supervisors
- Excellent organizational skills with attention to detail
- Ability to prioritize and multitask
- Working knowledge of natural and engineered stone products
- Ability to interpret architectural, interior design, and cabinet drawings
- Working knowledge in consolidating, analyzing, and reporting financial data
- Ability to accurately create shop drawings and documents
- Working knowledge of drafting software such as AutoCAD or Microsoft Visio
- Working knowledge of Microsoft Office products such as Outlook, Word, and Excel
- Ability to work in a fast-paced environment with minimal supervision
- Proactively identify, address, and resolve problem areas, conflicts, and issues
- Ability to lift 25 lbs

### **Benefits**

- Performance-based commission
- Paid holidays
- Health insurance
- Annual bonus review
- Exclusive discount perks
- Mileage reimbursement per accounting policy