

Project Engineer/Jr Estimator

Job description: As a Project Engineer you will be responsible for working collaboratively with both general contractors and colleagues to deliver intelligent solutions that ensure quality project delivery. You will assist with project planning, scheduling, budgeting, pricing T&M tickets, change requests and implementation, review of bid documents, quantity take offs, proposal submission.

Job responsibilities:

- Oversee all aspects of construction project from planning to completion.
- Allocate resources for assigned projects.
- Download latest plans from GC's document portal.
- Uploading Latest plans to Procore
- Reviews submittals for conformance to contract document.
- Maintains and updates a complete Submittal Log
- Tracks submittal process timely
- Enroll subcontractors in OCIP/CCIP
- Assist with inspection request.
- Upload OST
- Schedule pre-con meetings
- Set up Project Team in Procore
- Verify all change documents are saved in job folders.
- Prepare leed documentation.
- Develop and control the full project-plan lifecycle.
- Prepare regular and special documentation as determined by the company and the project needs.
- Assists in preparation of complete subcontract Scope of Work
- Fully reviews drawings & specifications in preparation of subcontractor scope.
- Understands contract documents and identifies gaps in the systems.
- Identifies lead times for materials purchases and tracks fabrication/ dates.
- Maintains and updates RFI Log
- Maintains and updates Change Order Log
- Review and update T&M tickets assigned/worked by field team; ensures time is entered correctly, products have been entered and priced accurately, ticket resolution is accurate and complete and ticket status is updated timely for billing.

Requirements:

- Ability to work under pressure.
- Problem-solving skills
- Conflict-resolution skills
- Time management.
- Attention to detail.
- Ability to manage transactions efficiently and accurately.
- Capability to prioritize tasks.
- The ability to work with multiple discipline projects.
- Previous experience in construction management

Bonus Eligibility: Annual performance-based bonus opportunity typically ranging from **20–25% of base salary**, based on individual performance, quality of work, attention to detail, organization, accuracy, workload management, client/vendor satisfaction, and overall company performance. Bonus amounts are discretionary and not guaranteed.

Schedule: Monday–Friday

Position Type: Full-Time

Compensation: \$75,000-85,000 annually

Benefits: 401(k), Medical, Dental, and Vision Insurance.